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CITY AND COUNTY OF SAN FRANCISCO

ORGANIZATION HANDBOOK
1982

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Dianne Feinstein, *Mayor*

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OFFICE OF THE MAYOR
SAN FRANCISCO

DIANNE FEINSTEIN

August 20, 1982

I am pleased to present the San Francisco City and County Organization Handbook, which I have had prepared so that San Franciscans can better understand and deal with their municipal government.

Our government is complex; it provides a broad scope of public services, delivered by a large number of diverse departments. These include the more visible services, such as Police, Fire, Airport, Port or Municipal Railway functions, to the less obvious, but equally essential services such as inspections performed by the Agriculture and Weights and Measures Department, documents processed by the Recorder, or health centers operated by the Public Health Department. San Franciscans are entitled to know what services their tax dollars pay for.

I wish to thank Pacific Telephone for providing the graphics for this Handbook. The contributions of Ben Dial, Jere Jacobs and Anne Caputa are especially appreciated.

I hope this Handbook will be valuable, and I encourage you to use it to make your government more responsive and effective.

Sincerely,

Dianne Feinstein
Mayor

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EXPLANATION OF CHARTS

The information included in this handbook is for fiscal year 1981-82. While the basic programs and department structures are fairly stable from year to year, the handbook is based upon the FY 1981-82 City and County structure.

Each program box contains the following information:

TITLE OF PROGRAM UNIT

o Summary of the functions of the program unit.

Title of the City official that heads the unit.

Number of full-time personnel* that were available to carry out these functions in FY 1981-82.

Unless noted otherwise, personnel are paid from the departments own City-funded budget. The exceptions are as follows:

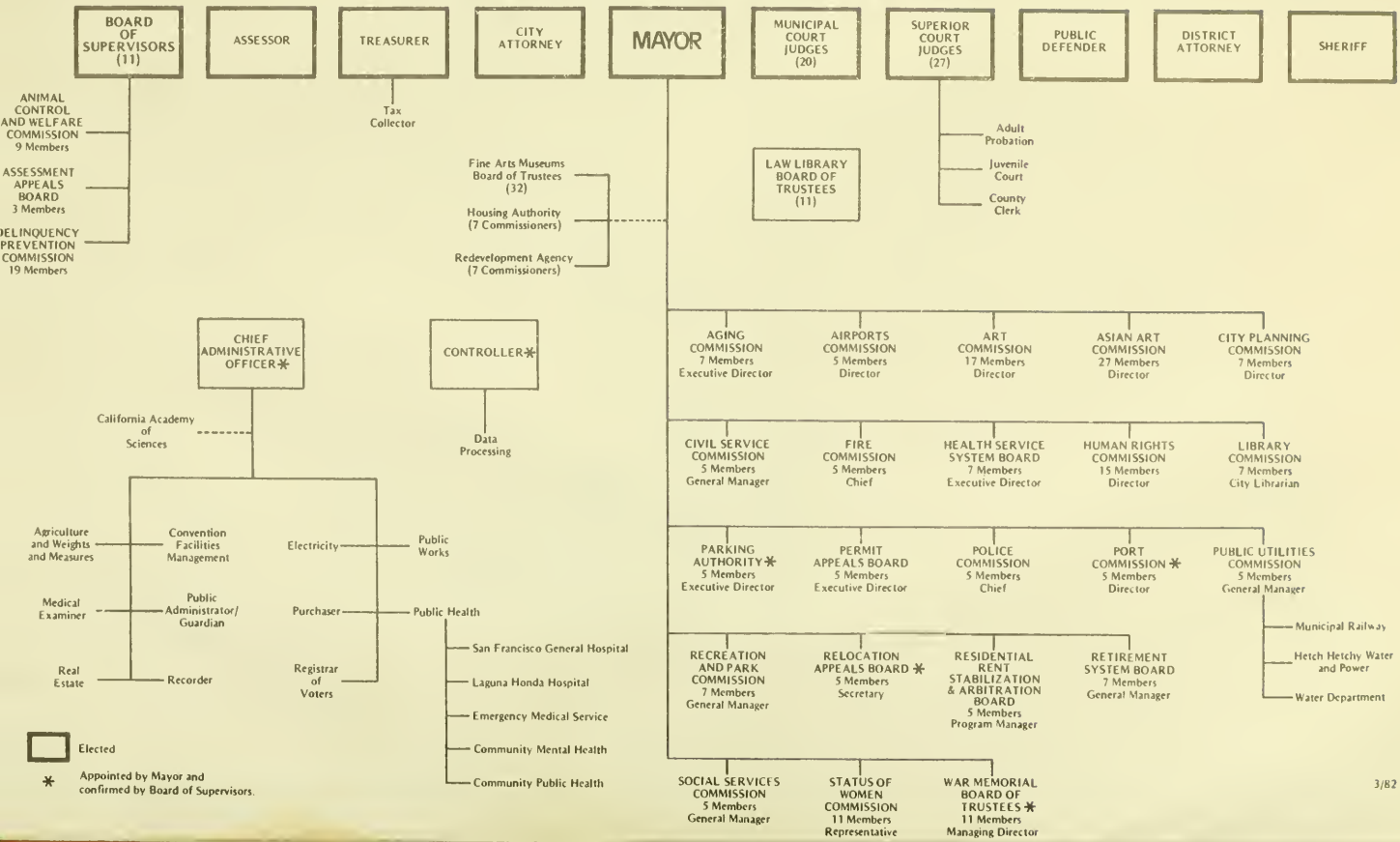
- work order positions; another department pays for the position from its budget;
- contract positions; the cost of the personnel services are covered by a contractual agreement between the department and a private person or organization;
- other non-City funded positions; paid out of Federal or State grant monies, or funded by other organizations.

General information including an address, phone number, budget history, and brief description of duties, is provided for each department. Unless noted otherwise, members of Boards and Commissions are appointed by the Mayor.

---

*The number of personnel includes the unit head and translates the number of part-time or seasonal personnel into the "full-time equivalents", or the full-time positions these personnel represent.

San Francisco
City and County Government



SAN FRANCISCO
CITY AND COUNTY

Adult Probation Department

CHIEF PROBATION OFFICER

o Administer department.

Chief Adult Probation Officer
2 positions

COMMUNITY SERVICES PROGRAM/ DIVISION

o Provide services to individuals who are conditionally diverted from sentencing or sentenced to a period of probation, into several subprograms.

o Administer Intensive Services Unit; provide an alternative to prison for appropriate defendants in nonviolent felony cases.

o Administer Drunk Driver program; screen for probation eligibility and monitor progress.

o Administer Drug Diversion program; screen for suitability, make progress reports and refer to community - based programs.

o Administer Domestic Violence Diversion program; screen for eligibility and suitability, and monitor progress.

Senior Supervising Probation Officer
50 positions

INVESTIGATION PROGRAM/ DIVISION

o Prepare reports for Municipal and Superior Courts.

o Provide post-conviction community service sentencing option through "Project 20."

Senior Supervising Probation Officer
29 positions

ADMINISTRATION PROGRAM/ DIVISION

o Prepare and maintain budget and expenditure controls.

o Collect fines, penalties, restitution and other fees.

o Provide reception and file maintenance services.

o Develop and make available computerized resources.

o Provide typing and transcribing as needed by service units.

Senior Management Assistant
30 positions

Adult Probation Department

Department Head: Arlene M. Sauser
Chief Adult Probation Officer

Address: Hall of Justice
880 Bryant Street, Room 200
San Francisco 94103

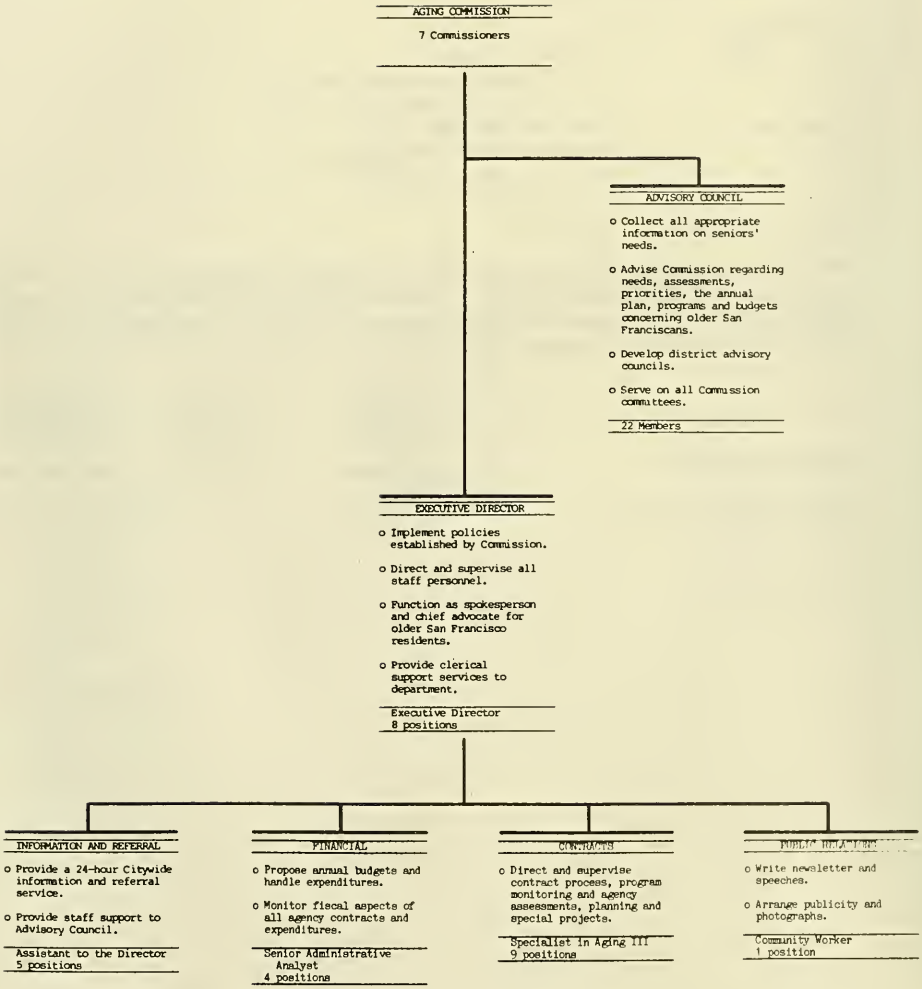
Phone number: 553-1704

The Adult Probation Department provides legally mandated services to the Superior and Municipal Courts. These services include those to individuals on probation or conditionally diverted from sentencing for non-violent felony, drunk driving, drug related or domestic violence cases.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$2,690,641	$3,079,325	$3,355,260
Authorized Positions	111	103	103

SAN FRANCISCO
CITY AND COUNTY

Aging Commission



Aging Commission

Department Head: Leslie Miko, Acting Executive Director

Address: 1095 Market Street, Room 706
San Francisco 94103

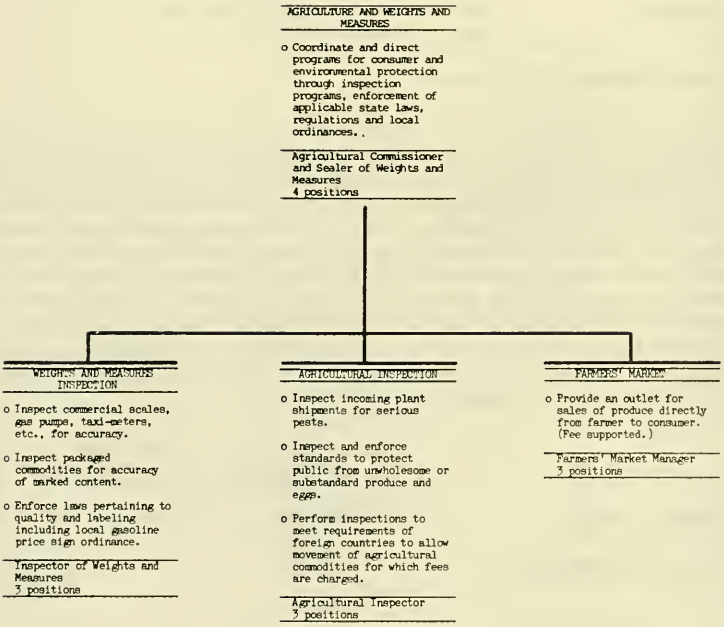
Phone number: 558-2126

The Aging Commission is designated as the Area Agency on Aging by the California Department of Aging pursuant to the Federal Older Americans Act. It administers a series of contracts (using Federal and local funds) with direct service agencies to provide older San Franciscans with services such as nutrition, transportation, social and recreational, emergency housing, senior service centers, in-home programs, legal assistance, and nursing home ombudsman services. It also provides a Citywide, 24-hour information and referral service, develops an annual plan for services to San Francisco seniors, coordinates existing services and helps to develop new ones. An Aging Commission Advisory Council, consisting of 11 members appointed by the Board of Supervisors and 11 appointed by the Aging Commission, advises the Commission on its decisions and functions.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$5,905,927	$5,747,722	$5,518,544
Authorized Positions	36	27	23

SAN FRANCISCO
CITY AND COUNTY

Agriculture and Weights and Measures Department



Agriculture and Weights and Measures Department

Department Head: R. L. Bozzini, County Agriculture Commissioner/ Sealer of Weights and Measures

Address: 501 Army Street, Room 109A
San Francisco 94124

Phone number: 558-3284; 558-4911

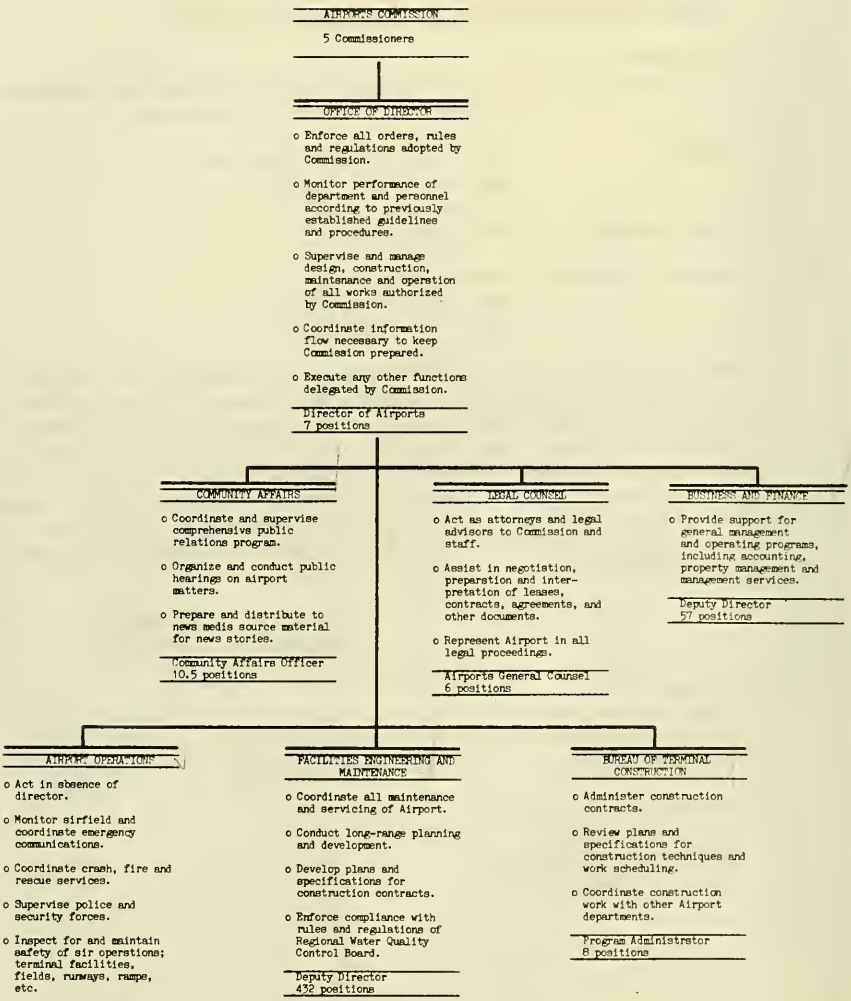
Farmers' Market: 100 Alemany Blvd.
San Francisco 94110
647-9423

The Agriculture and Weights and Measures Department inspects and regulates agricultural operations to ensure enforcement of the California Food and Agricultural Code and other laws and regulations. The Department inspects commercial scales, gas pumps and other items to ensure enforcement of the California Business Professions Code and other consumer-related laws and regulations. The San Francisco Farmers' Market provides space for growers to sell their agricultural and horticultural products directly to the consumer; the Market activities are supported by collection of tonnage and stall space rental fees.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget			
Agriculture and Weights and Measures	$ 292,593	$ 328,153	$ 368,344
Farmers' Market	71,507	78,979	85,959
Authorized Positions			
Agriculture and Weights and Measures	11	10	10
Farmers' Market	4	4	4

SAN FRANCISCO
CITY AND COUNTY

Airports Commission



Airports Commission

Department Head: Louis A. Turpen, Director

Address: San Francisco International Airport
San Francisco 94128

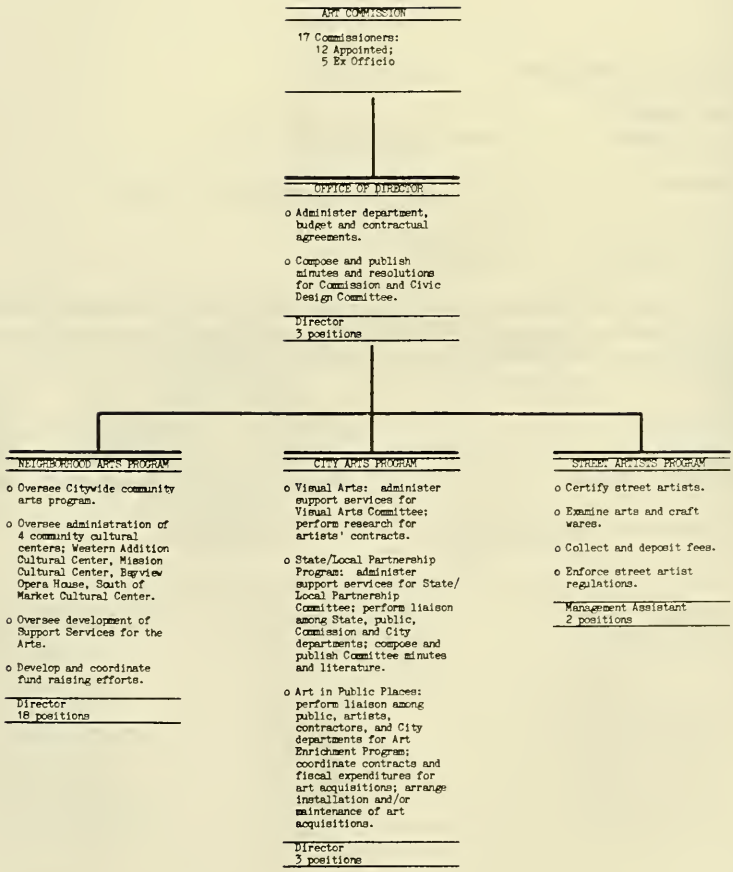
Phone number: 761-0800

The Airports Commission operates the San Francisco International Airport, including management of Airport property, maintenance and operation of Airport facilities, and development of emergency and security plans.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$63,230,057	$79,765,869	$88,870,830
Authorized Positions	826	830	900

SAN FRANCISCO
CITY AND COUNTY

Art Commission



Art Commission

Department Head: Joan Ellison, Director

Address: 693 Mission Street, Suite 806
San Francisco 94105

Phone number: 558-3463

The Art Commission reviews the design of all public structures; presents a series of Municipal Symphony "Pops" concerts; presents an annual Arts Festival; operates the Capricorn Asunder Gallery for year-round art exhibitions; conducts ongoing art enrichment programs (Art in Public Places); conducts a Citywide community arts program (Neighborhood Arts Program); licenses and regulates street artists (Street Artists Program); and supervises expenditures for art and music (presented outside of the museums).

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$448,397	$562,162	$537,324
Authorized Positions	30	33	31

SAN FRANCISCO
CITY AND COUNTY

Asian Art Commission

ASIAN ART COMMISSION

27 Commissioners

ASIAN ART MUSEUM

- o Oversee overall administration of Asian Art Museum.
- o Provide liaison with governments and private sector organizations for financial support of museum activities.
- o Plan and develop special exhibits.
- o Process loans and acquisitions.

Director and Chief Curator
1 position

CONSERVATION

- o Recommend treatments to restore and preserve art and artifacts.
- o Provide advice on handling and storage of artifacts.
- o Examine and evaluate proposed acquisitions.
- o Maintain records on condition of artifacts, permanent and loan.
- o Examine artifacts on permanent display and all incoming and outgoing works of art.
- o Participate in design of exhibitions; design special display cases.
- o Research conservation methods and techniques.
- o Initiate grant applications; write and lecture on conservation/restoration subjects; prepare annual report.
- o Initiate, develop and carry out conservation programs.
- o Supervise proper storage and care of collections, museums and environmental controls.

Conservator
2 positions

CURATORIAL

- o Perform scholarly research; translate foreign works; prepare annual report.
- o Prepare grant proposals, general interpretive writings, exhibition catalogues and scholarly articles; maintain research records.
- o Coordinate photography and exhibition activities.
- o Plan and execute training of volunteers.
- o Lecture and operate Speakers Bureau.
- o Design, install and dismantle gallery and public exhibits.
- o Participate in selection of exhibitions.
- o Advise on acquisitions.
- o Rotate collections.
- o Initiate work programs for research, registration and inventory control.
- o Perform daily visual checks of gallery and storage.
- o Identify, classify and describe permanent collection.

Curator
7 positions

LIBRARY

- o Perform translations, research and writing.
- o Maintain library records.
- o Provide public use of library services on weekday afternoons.

Librarian
1 position

ADMINISTRATION

- o Maintain fiscal functions including plan and control of budget.
- o Coordinate personnel activities and security.
- o Maintain collections records.
- o Provide liaison with U. S. Customs.
- o Raise funds and prepare grant applications.
- o Purchase insurance and monitor loans.
- o Coordinate transportation of artifacts.
- o Perform periodic inventories.

Assistant Director
5 positions

Asian Art Commission

Department Head: Yvon d'Argence, Director

Address: de Young Museum
Golden Gate Park
San Francisco 94118

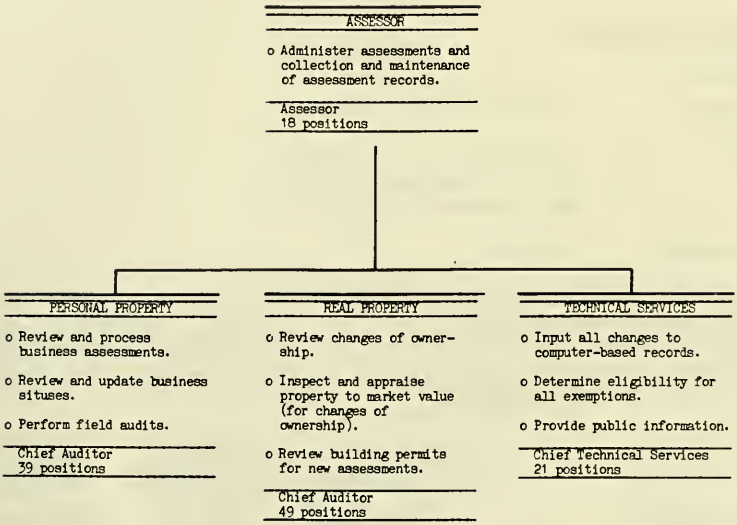
Phone number: 558-2993

The Asian Art Commission provides services necessary to maintain a quality Asian Art Museum through activities which include: acquisition, exhibition and preservation/restoration of works of art; educational functions such as publications, guided tours and library services; and development of grants and support from non-City sources.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$521,386	$880,591	$618,008
Authorized Positions	15	15	15

SAN FRANCISCO
CITY AND COUNTY

Assessor



Assessor

Department Head: Samuel Duca, Assessor (elected; 4-year term)

Address: City Hall, Room 101
San Francisco 94102

Phone number: 558-4011

The Assessor appraises real and business personal property to determine the fair market value for assessment purposes, and determines eligibility for a variety of exemptions including home-owner's and veteran's.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$3,380,962	$3,557,521	$4,044,097
Authorized Positions	117	117	115

SAN FRANCISCO CITY AND COUNTY

Board of Supervisors

BOARD OF SUPERVISORS

11 Supervisors

OFFICE OF THE CLERK

- Provide management, clerical and administrative support to Board.
- Coordinate and administer offices and activities within Board's jurisdiction.

Clerk, Legislative Administrator and City Clerk
1 position

ADMINISTRATION DIVISION

- Direct processing of legislation.
- Direct administration and coordination of Board's Committee activities.
- Direct provision of general administrative and clerical support services.

Chief Assistant Clerk
5.5 positions

LEGISLATION SECTION

- Prepare calendars (agendas).
- Process and publish legislation.
- Maintain legislative records and files.
- Prepare journals (minutes).
- Prepare necessary correspondence.

Senior Legislation Clerk
5 positions

COMMITTEE CLERK SECTION

- Prepare committee calendars (agendas).
- Process legislation; maintain records.
- Prepare correspondence and respond to public inquiries.

6 Assistant Clerks
6 positions

GENERAL ADMINISTRATION SECTION

- Maintain general files and records.
- Administer personnel, accounting and budget systems.
- Respond to public inquiries and prepare necessary correspondence.

Stenographic Secretary
6 positions

ASSISTANTS AND AIDES SECTION

- Perform research and compile reports.
- Prepare correspondence.
- Prepare legislative documents.
- Meet with constituents; attend relevant meetings and conferences.

11 Administrative Assistants
22 positions

EMPLOYEE RELATIONS DIVISION

- Negotiate for and carry out Board's employee relations policies and directives.

Director (contract)
contract positions

BUDGET ANALYST

- Review and report on all budgetary matters and proposals before the Board.
- Investigate and report on City issues as directed by the Board or individual Supervisors or Committees.

Budget Analyst (contract)
contract positions

DELINQUENCY PREVENTION COMMISSION

- Coordinate work of governmental and private agencies to prevent juvenile delinquency.

19 Members, appointed by Board

ASSESSMENT APPEALS BOARD

- Hear appeals regarding property valuation.

3 Members, appointed by Board

ANIMAL CONTROL AND WELFARE COMMISSION

- Hold hearings and submit recommendations to Supervisors on animal control and welfare matters.
- Research and recommend methods of animal control and minimum requirements for maintenance of animals in private and commercial care.
- Recommend terms for Animal Control Center contract to Supervisors and Chief Administrative Officer.

9 Members:

Board of Supervisors

11 Elected Supervisors; 4-year terms

Department Head: John L. Taylor, Clerk of the Board

Address: City Hall, Room 235
San Francisco 94102

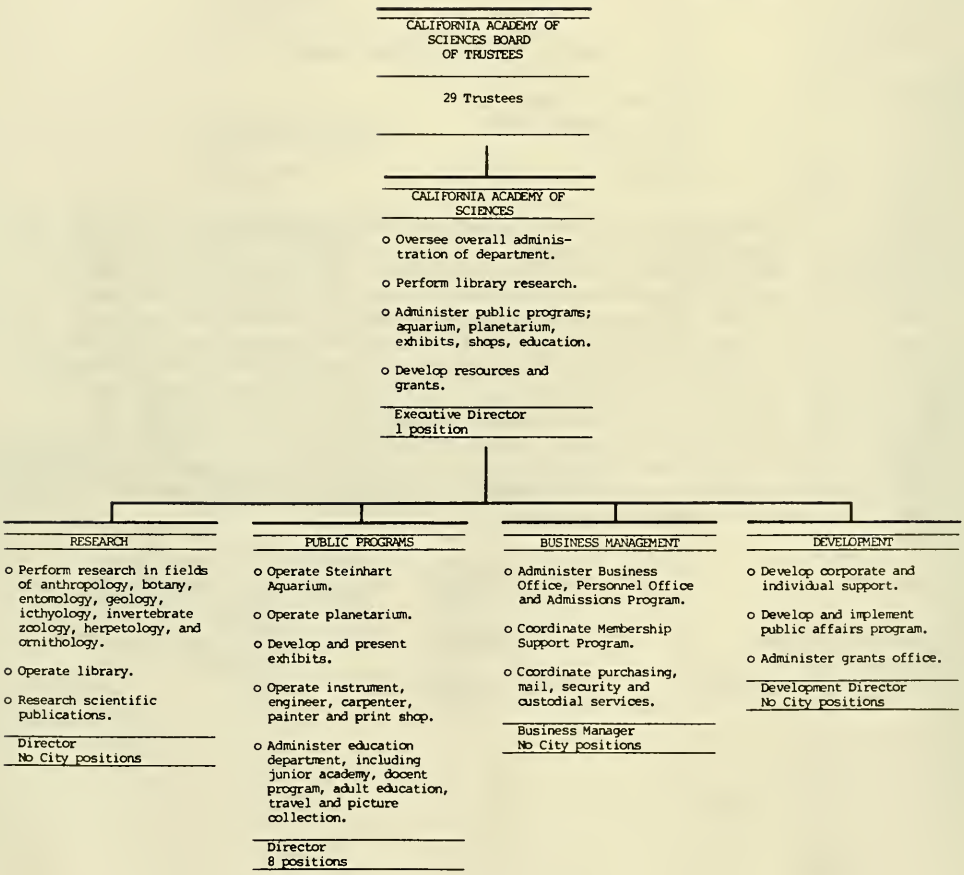
Phone number: 558-3184

The Board of Supervisors performs all legislative functions for the City and County. The Board's staff includes: the Administrative Office which provides management, administrative and clerical support functions for the Board of Supervisors and its Committees; the Budget Analyst which operates under contract to provide analysis and management audit services to the Board and its committees; the Employee Relations Division which operates under contract to provide negotiating, collective bargaining and related services representing the City and County government and its departments; the Assessment Appeals Board which hears and acts upon appeals of property value assessments, performing Board of Equalization functions pursuant to the Revenue and Taxation Code; and the Delinquency Prevention Commission (under the Board of Supervisors only for administrative control) which coordinates and advocates activities on behalf of children, youth and their families.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$2,199,222	$2,610,284	$3,495,405
Authorized Positions	58	58	60

SAN FRANCISCO
CITY AND COUNTY

California Academy of Sciences (partially City-funded)



California Academy of Sciences

Department Head: Frank H. Talbot, Director

Address: Golden Gate Park
San Francisco 94118

Phone number: 221-5100

The California Academy of Sciences operates the Steinhart Aquarium, a public museum, the Morrison Planetarium and an education program that includes the Junior Academy's 53 courses on the natural world. The Academy's support activities include research in anthropology, botany, entomology, geology, herpetology, ichthyology and invertebrate zoology. Only Steinhart Aquarium activities are funded by the City.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$908,084	$827,745	$872,341
Authorized Positions	18	8	8

SAN FRANCISCO
CITY AND COUNTY

Chief Administrative Officer

CHIEF ADMINISTRATIVE OFFICER

- Oversee administration and direction for Chief Administrative Officer departments: Public Health; Public Works; Electricity; Medical Examiner; Purchaser; Real Estate; Public Administrator/ Guardian; Registrar/ Recorder; Agriculture, Weights and Measures; Convention Facilities Management.
- Administer general office and special projects unit.
- Represent City on CAO-related matters.
- Serve on Boards, Commissions and Councils, as provided for by Charter.

Chief Administrative Officer
1 position

PUBLICITY AND ADVERTISING (HOTEL TAX) FUND

- Research, review and evaluate applications from non-profit cultural and promotional organizations.
- Make funding recommendations to CAO and citizen's advisory committee.
- Conduct on-going evaluations of recipients through site visits and meetings.
- Process fiscal documents and contracts pertaining to funded agencies.
- Attend meetings of local arts managers, foundation leaders, etc.

Administrator
2 positions

GENERAL OFFICE

- Research, analyze and make recommendations on policy; coordinate development and administration of functions and policies.
- Administer department grants and contracts.
- Serve as CAO representative.

Executive Assistant to CAO
9 positions

SPECIAL PROJECTS

- Direct planning, development and administration of special projects, including solid waste and Moscone Convention Center.

Director
4 positions (additional contract positions)

RISK MANAGEMENT

- Advise on loss control, safety, and accident prevention, including risk cost allocation, for department budgets.
- Administer City claims and insurance - related contracts.
- Administer City insurance and self-insurance programs.

Risk Manager
1 position (work order)

Chief Administrative Officer

Department Head: Roger Boas, Chief Administrative Officer (appointed by Mayor and confirmed by Board of Supervisors for ten-year term)

Address: City Hall, Room 289
San Francisco 94102

Phone number: 558-4851

The Chief Administrative Officer (CAO) is appointed for a ten-year term by the Mayor and confirmed by the Board of Supervisors. The CAO oversees the administration and direction of the Department of Public Health, Public Works, Electricity, Medical Examiner, Purchaser, Real Estate, Public Administrator/ Public Guardian, Registrar/Recorder, Agriculture and Weights and Measures and Convention Facilities Management. The CAO administers the Publicity and Advertising Fund and is responsible for special construction projects that include the Clean Water Program, the Solid Waste Program, and the George R. Moscone Convention Center. The CAO serves on Boards, Commissions and Councils as provided for by the Charter.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved General Office Budget	$320,442	$504,769	$625,497
Authorized General Office Positions	7	7	9

SAN FRANCISCO
CITY AND COUNTY

City Attorney

CITY ATTORNEY

- o Administer and set policies for department.

City Attorney
2 positions

ADMINISTRATION

- o Provide financial management and general support services.

Executive Deputy City Attorney
22 positions

LEGAL SERVICES - GENERAL FUND

- o Prepare and research opinions.
- o Draft Charter amendment proposals as needed.
- o Prepare and research legislative proposals.
- o Prosecute to ensure enforcement of City health, fire, housing, building, electrical and other codes.

Deputy City Attorneys
61 positions

CLAIMS

- o Process, investigate and recommend settlements for claims against City.

Deputy City Attorney
5 positions

LEGAL SERVICES - PAYING DEPARTMENTS

- o Prepare and research opinions and legislative proposals.
- o Draft Charter amendment proposals as needed.
- o Process third-party liability cases.

Deputy City Attorney
61 positions

City Attorney

Department Head: George P. Agnost, City Attorney (elected; 4-year term)

Address: City Hall, Room 206
San Francisco 94102

Phone number: 558-3315

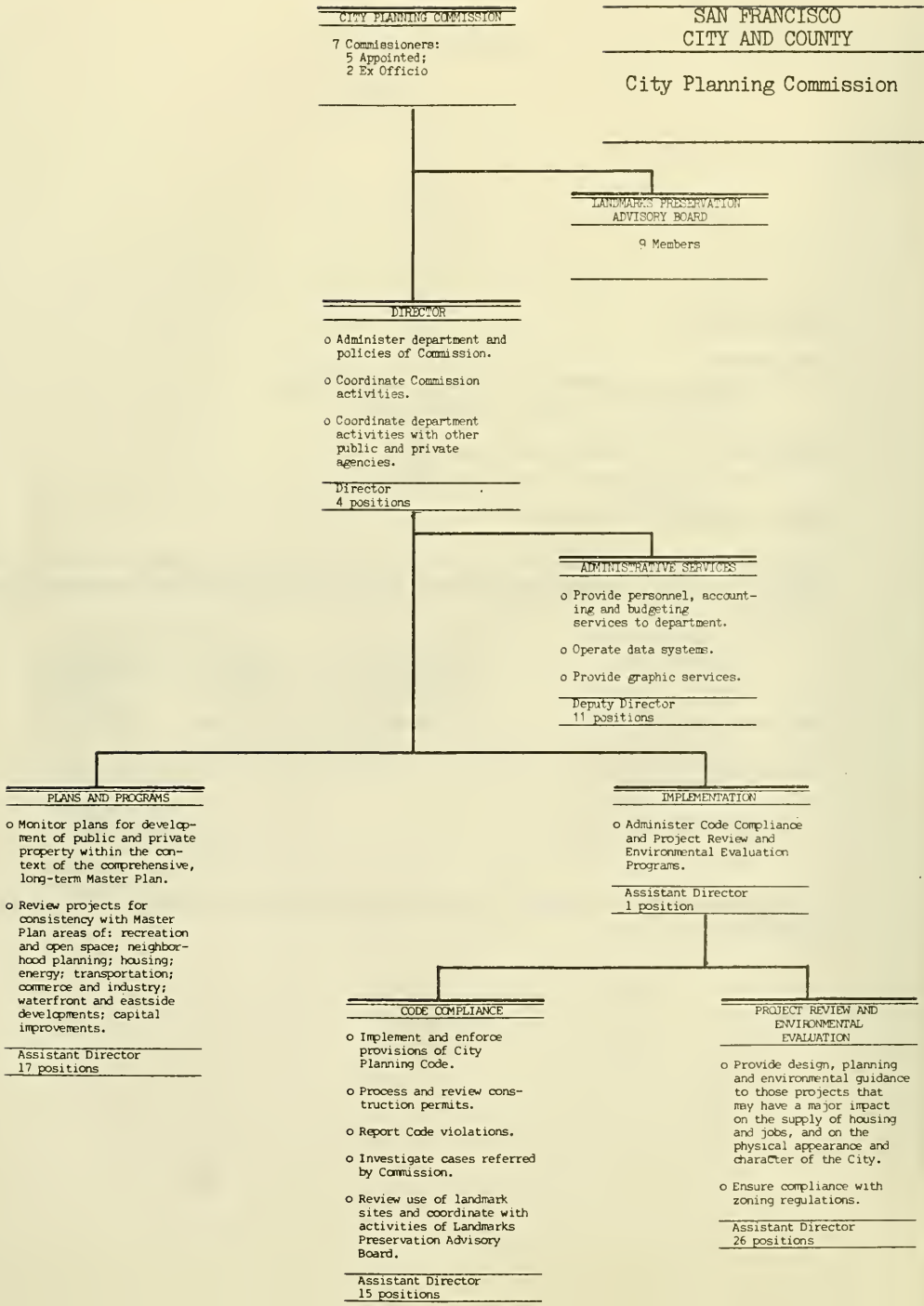
The City Attorney represents the City and County in all legal matters, advises public officials, and prepares draft legislation and Charter amendments as needed.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget*	$7,211,247	$8,837,368	$9,999,069
Authorized Positions	123	173	172

*Includes work order funds -- payments from other departments for City Attorney services.

SAN FRANCISCO CITY AND COUNTY

City Planning Commission



City Planning Commission

Department Head: Dean Macris, Director

Address: 100 Larkin Street
San Francisco 94102

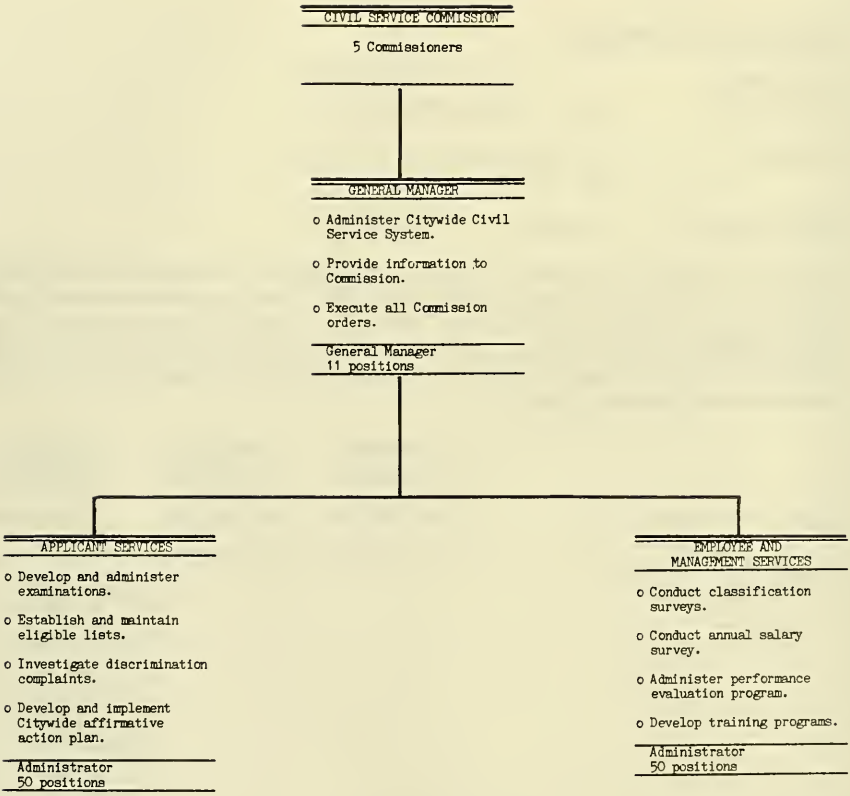
Phone number: 558-4656

The City Planning Commission prepares, reviews and monitors all aspects of the City's Master Plan, which governs land use. The Department administers the City Planning Code, evaluates requests for land use-related permits, performs environmental reviews of all public and private projects, participates in neighborhood planning activities and provides staff support to the Landmarks Preservation Advisory Board.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$1,433,250	$2,333,977	$2,912,304
Authorized Positions	65	76	80

SAN FRANCISCO
CITY AND COUNTY

Civil Service Commission



Civil Service Commission

Department Head: John J. Walsh, General Manager

Address: City Hall, Room 151
San Francisco 94102

Phone number: 558-5524

The Civil Service Commission acts as the City's employment and personnel department. It establishes examination requirements and prepares lists of those eligible for City employment on the basis of merit. It classifies all City positions, adopts rules that regulate merit system personnel activities, hears complaints regarding discrimination, and administers the City's affirmative action plan, performance appraisal and other personnel systems.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget*	$2,695,968	$4,027,397	$4,029,178
Authorized Positions*	97	97	107

*Includes work order funds and work order funded positions -- funds from other departments to pay for Civil Service services.

SAN FRANCISCO CITY AND COUNTY

Controller

CONTROLLER

- o Administer department.
- o Manage personnel and training.
- o Conduct special projects.
- o Provide legal analysis.

Controller
26 positions

INTERNAL AUDITS

- o Perform Charter - mandate audits.
- o Audit Citywide financial operations and controls.

Director
9 positions

FINANCIAL OPERATIONS

- o Administer City's financial systems.

Director
1 position

PAYROLL

- o Process and release City payroll.
- o Manage and update payroll system.
- o Train payroll system users.

Director
43 positions

EDP

See page 14.1

FINANCIAL SERVICES

- o Administer provision of financial services to City departments.

Manager
1 position

ANALYSIS AND REPORTS

- o Provide financial analysis services.
- o Provide liaison for external audits.
- o Administer accounting policy and standards.
- o Provide internal and external financial reports.

Manager
11 positions

FINANCIAL SYSTEMS AND DEVELOPMENT TRAINING

- o Train users of financial systems.
- o Consult with users.
- o Document use of system.
- o Enhance and review systems.

Manager
10 positions

ACCOUNTING OPERATIONS

- o Process budget and accounting operations.
- o Handle disbursements.
- o Process receipt of revenues.

Supervisor
54 positions

SYSTEMS OPERATIONS

- o Enter data.
- o Maintain data files.
- o Review daily processing.
- o Distribute reports.
- o Process warrants.

Supervisor
18 positions

GRANTS

- o Monitor and pre-audit grant expenditures.
- o Monitor grant information.

Supervisor
8 positions

Controller

Department Head: John Farrell, Controller (appointed by Mayor and confirmed by Board of Supervisors for life-time term)

Henry Nanjo, Director of EDP

Address: Controller; City Hall, Room 109
San Francisco 94102

Controller's EDP; City Hall, Room 2A
San Francisco 94102

Phone number: Controller; 558-2228
Controller's EDP; 558-3818

The Controller exercises central authority over the finances of the City and County; controls and audits all fiscal policies; maintains accounts of all appropriations; and determines that departments do not spend funds which have not been specifically authorized. The Controller makes certain that all money due the City and County is received and posted to the correct accounts.

The Controller's EDP serves other City departments with cost-effective electronic data processing services.

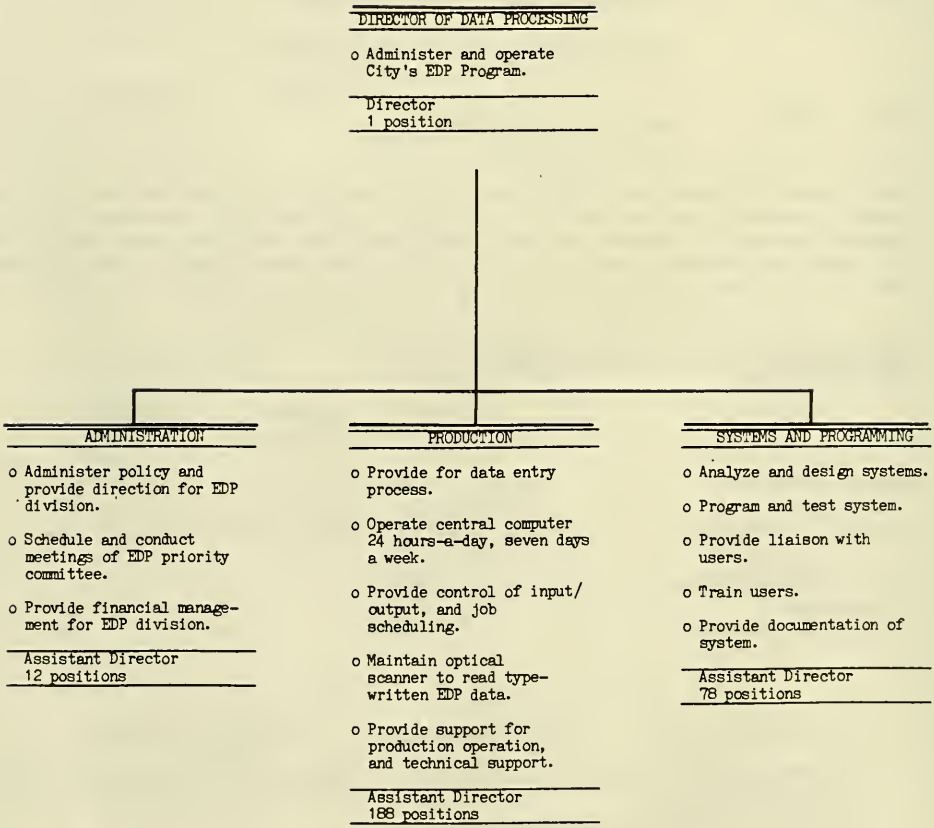
	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget			
Controller	$13,345,504	$16,831,903	$20,102,397
Controller's EDP*	$11,833,728	$16,248,397	$14,102,805
Authorized Positions			
Controller	164	182	204
Controller's EDP**	398	279	264

* Entire budget is funded by work orders -- payments from other departments for EDP services.

** All work-order funded positions.

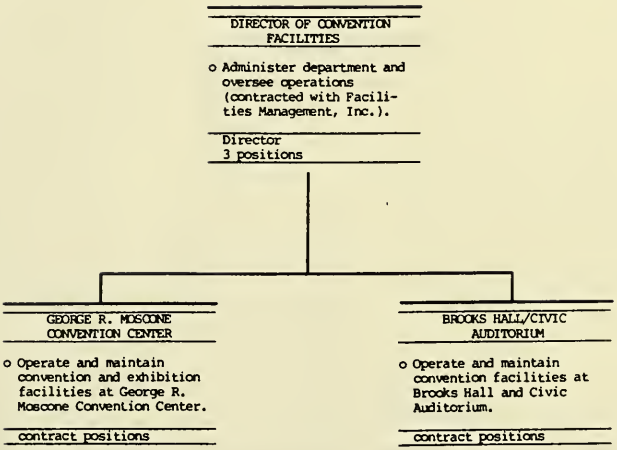
SAN FRANCISCO
CITY AND COUNTY

Controller - EDP



SAN FRANCISCO
CITY AND COUNTY

Convention Facilities
Management Department



Convention Facilities Management Department

Department Head: Jack Lambert, Director of Convention Facilities

Address: City Hall, Room 271
San Francisco 94102

Phone number: 558-5935

The Convention Facilities Management Department is responsible for the management of two convention facilities, the George R. Moscone Convention Center and Brooks Hall and Civic Auditorium. The actual operation and maintenance of these two facilities is carried out by Facilities Management Inc. on a contract basis.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83 *
Approved Budget	$939,193	$3,517,503	$18,710,001
Authorized Positions	25	25	7

* Starting in FY 1981-82, the Department contracted for most services, and the number of authorized positions fell accordingly.

SAN FRANCISCO CITY AND COUNTY

County Clerk

COUNTY CLERK

- o Administer department.
- o Serve as Ex-Officio Clerk of Superior Court.
- o Plan and develop policies and methods to carry out duties and responsibilities imposed by law.

County Clerk
4 positions

ASSISTANT COUNTY CLERK

- o Carry out and enforce policies and methods of department.
- o Supply direction to staff supervisors and inform public of changes necessitated by statutory amendments.
- o Coordinate collection of confidential marriage fees with Recorder.

Assistant County Clerk
5 positions

MARRIAGE LICENSE BUREAU

- o Issue marriage licenses.
- o Maintain records of medical certificates relating to issuance.
- o Index all records relating to marriage licenses.

Senior Legal Process Clerk
2 positions

GENERAL DIVISION

- o Index all records relating to Fictitious Business names, notary appointments, and oaths of office filings.
- o Issue certificates relating to the authenticity of notary signatures.

Law Clerk
3 positions

SPECIAL SECTION

- o Process judgments and appeals.
- o Process filings for District Attorney.

Assistant Supervising Court Clerk
4 positions

CIVIL DIVISION

- o Accept filing of additional papers for each civil case such as answers, demurrers, or motions.
- o Enter defaults and default judgments.
- o Issue abstracts of judgments and writs of execution.
- o Process all civil appeals, send notices of estimates of transcripts fees.
- o Process, check files and copy cases for scheduled arbitration.

Senior Law Clerk
9 positions

PROBATE DIVISION

- o Accept filing of probate cases.
- o Post various notices required in estate proceedings.
- o Maintain records of hearings.

Senior Law Clerk
7 positions

GENERAL DIVISION - APPELLATE, ADOPTION AND PRE-TRIAL

- o Accept new civil filings.
- o Accept family support filings and all adoption proceedings.
- o Process civil and criminal appeals from Municipal Court.
- o Process notices of pre-trial hearings.
- o Prepare daily pre-trial calendar for hearings.

Senior Law Clerk
7 positions

COURTS DIVISION, CITY HALL

- o Serve as court personnel to prepare minutes of hearings; prepare scheduled cases for judges, including exhibits.

Senior Law Clerk
33 positions

PSYCHIATRIC BUREAU - SAN FRANCISCO GENERAL HOSPITAL

- o Accept filings for alleged mentally disordered persons.
- o Maintain records of conservatorships granted.
- o Attend Court hearings.

Courtroom Clerk
1 position

JUVENILE COURT DIVISION

- o Accept filings for petitions on delinquent children.
- o Maintain all records to include juvenile traffic violations.
- o Administer court functions for Youth Guidance Center.

Senior Law Clerk
8 positions

FILES SECTION-CIVIL AND PROBATE

- o Update entries in registers of action.
- o Determine that "moving papers" are routed to proper court.
- o Process requests for copies of court files and maintain files and microfilm records.

Law Clerk
11 positions

CRIMINAL DIVISION, HALL OF JUSTICE

- o Process all criminal actions.
- o Maintain record of all appeals to District Court and Supreme Court.
- o Serve as court personnel to prepare minutes of hearings; prepare scheduled cases for judges, including exhibits.

Senior Law Clerk
22 positions

RECORDS MAINTENANCE

- o Microfilm court records, new and old files.
- o Ship records to Records Center for storage.

Senior Law Clerk
9 positions

County Clerk

Department Head: Carl M. Olsen, County Clerk

Address: City Hall, Room 317
San Francisco 94102

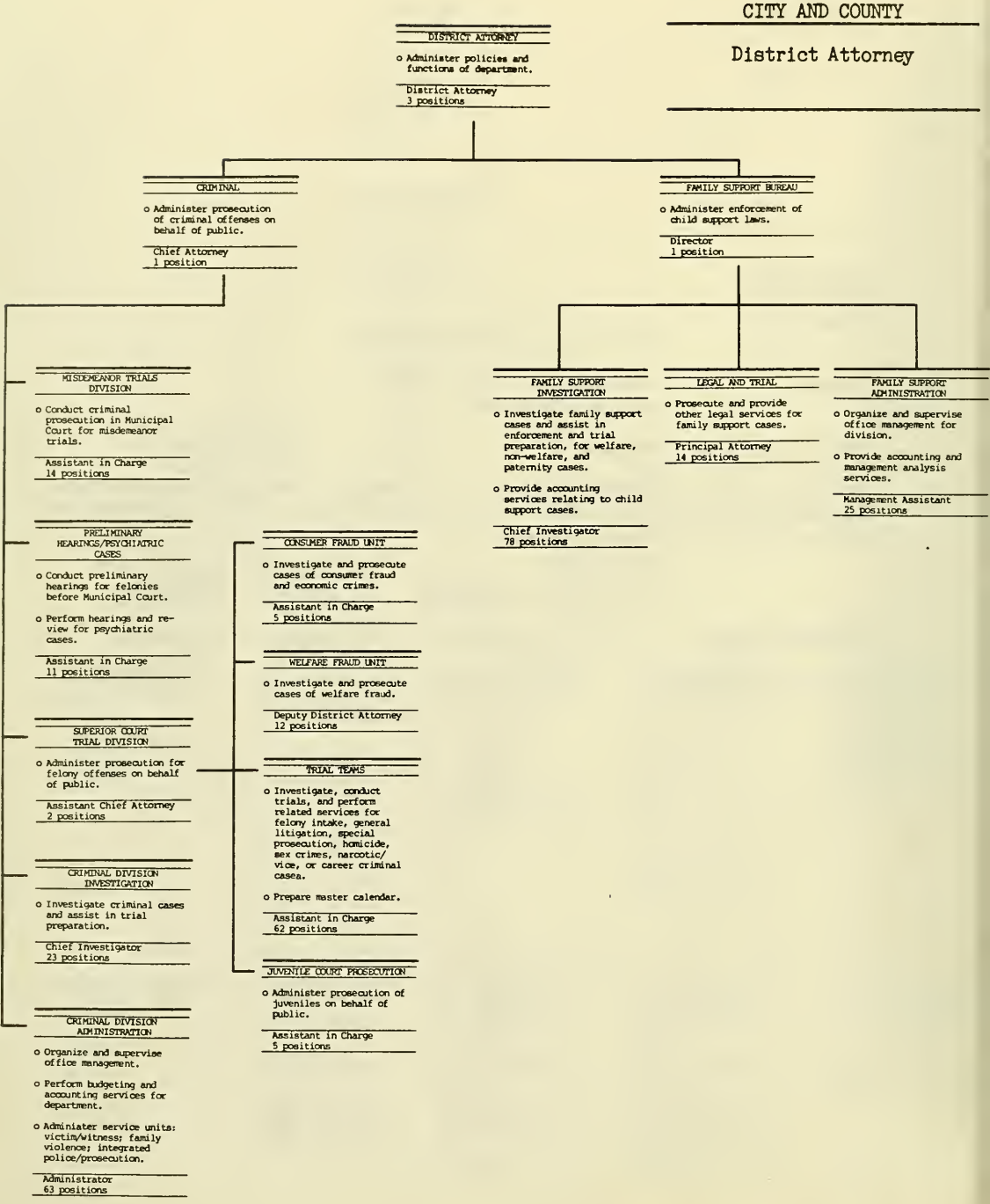
Phone number: 558-4082

The County Clerk prepares an index of proceedings filed in the Superior Court, issues all processes and notices required by the Court, and is represented at all sessions of the Superior Court.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$2,584,255	$3,318,832	$3,736,146
Authorized Positions	123	124	124

SAN FRANCISCO
CITY AND COUNTY

District Attorney



District Attorney

Department Head: Arlo Smith, District Attorney (elected; 4-year term)

Address: 880 Bryant Street, 3rd Floor
San Francisco 94103

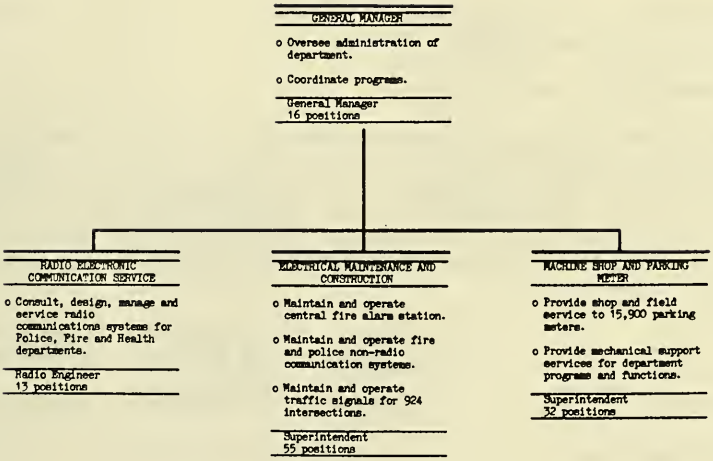
Phone number: 553-1752

The District Attorney attends to the courts and conducts on behalf of the people all prosecutions for public offenses. The District Attorney is charged to protect the public from fraud and take appropriate civil or criminal action, conducted through the Consumer Fraud Unit, and with the responsibility of establishing and enforcing child support obligations in all cases where children receive Aid to Families with Dependent Children, conducted through the Family Support Bureau.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$1,673,919	$11,047,677	$12,078,723
Authorized Positions	289	332	329

SAN FRANCISCO
CITY AND COUNTY

Electricity Department



Electricity Department

Department Head: Jules T. Beckley, General Manager

Address: 901 Rankin Street
San Francisco 94124

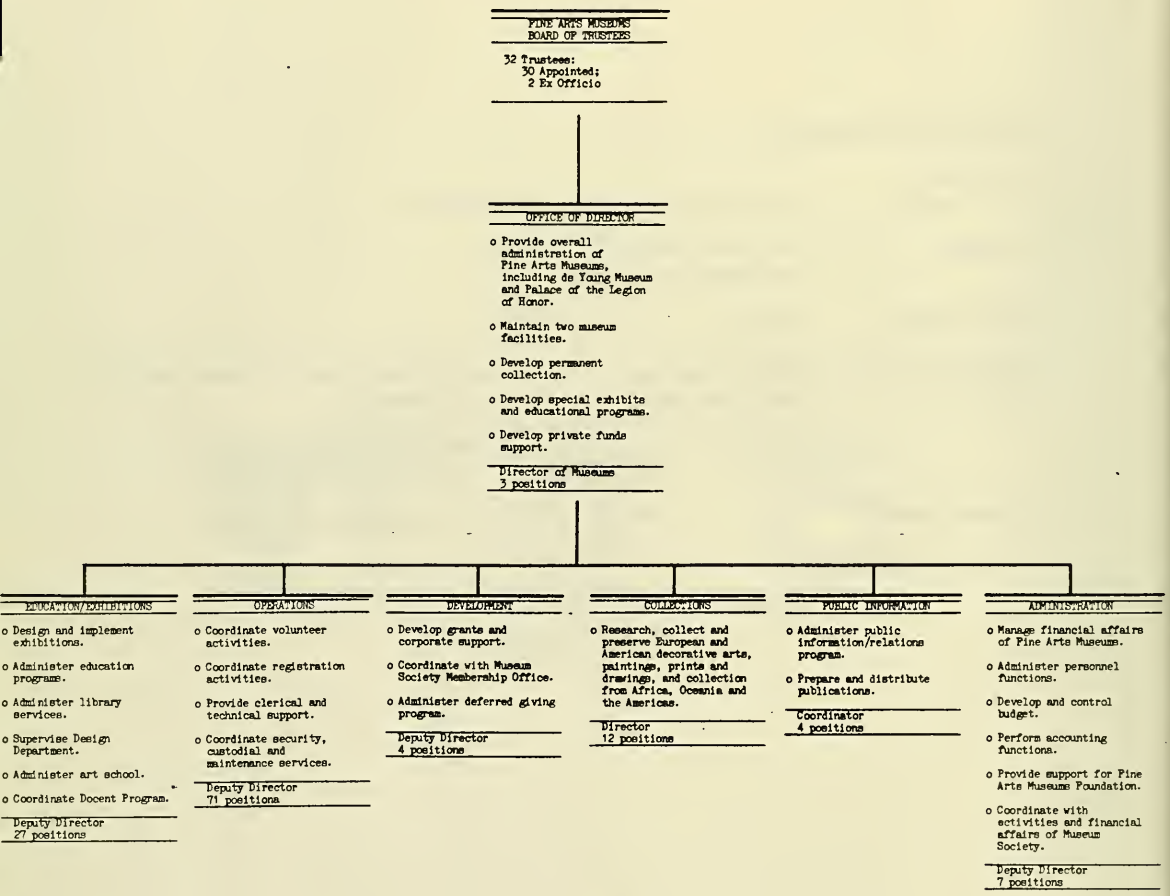
Phone number: 558-4485

The Electricity Department maintains the municipal fire alarm systems, traffic signals, parking meters, and other City electric systems.

	Actual FY 1979-80	Revised FY 1980-81	Approved FY 1981-82
Approved Budget	$2,621,579	$3,166,503	$3,347,523
Authorized Positions	112	107	107

SAN FRANCISCO
CITY AND COUNTY

Fine Arts Museums Board of Trustees



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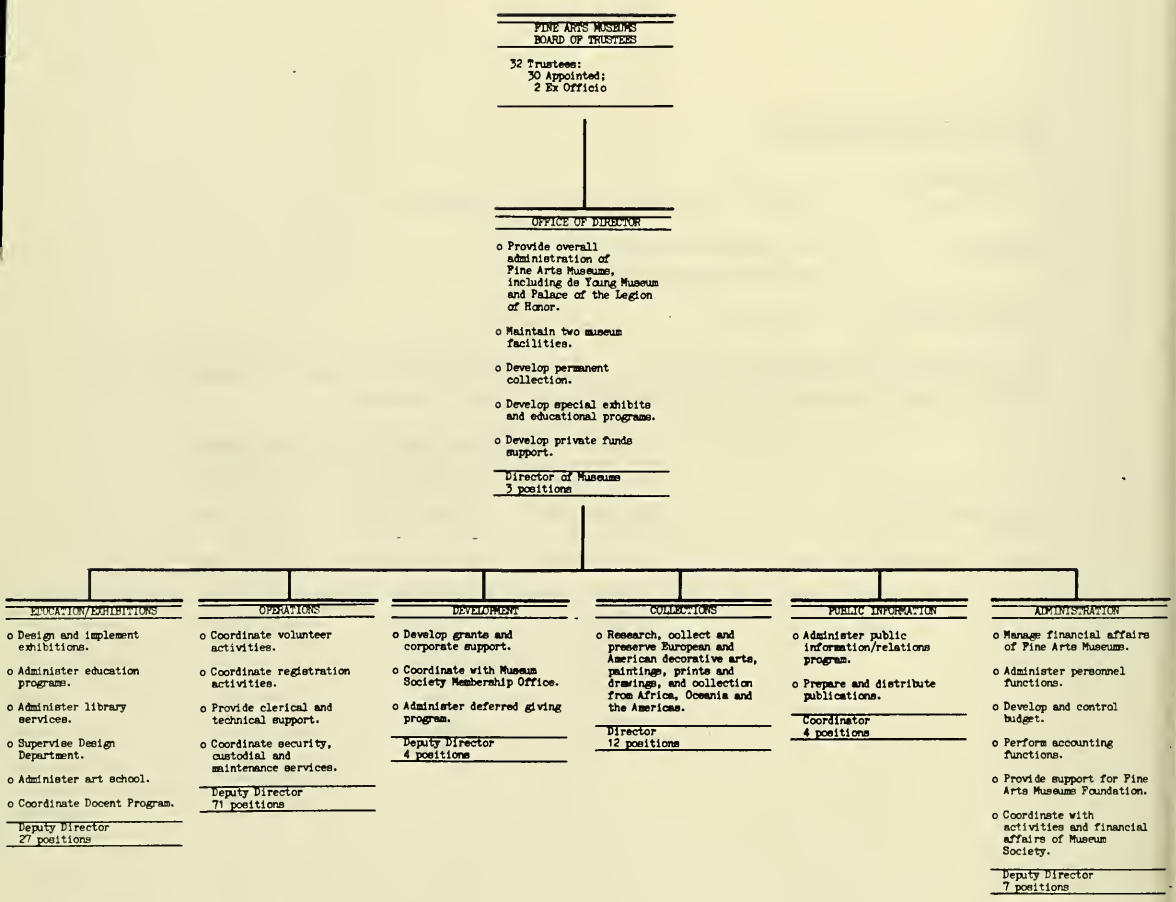
Authorized Positions	112	107	107

SAN FRANCISCO
CITY AND COUNTY

Fine Arts Museums Board of Trustees



Fine Arts Museums Board of Trustees

Department Head: Ian M. White, Director

Address: Legion of Honor
Lincoln Park
San Francisco 94121

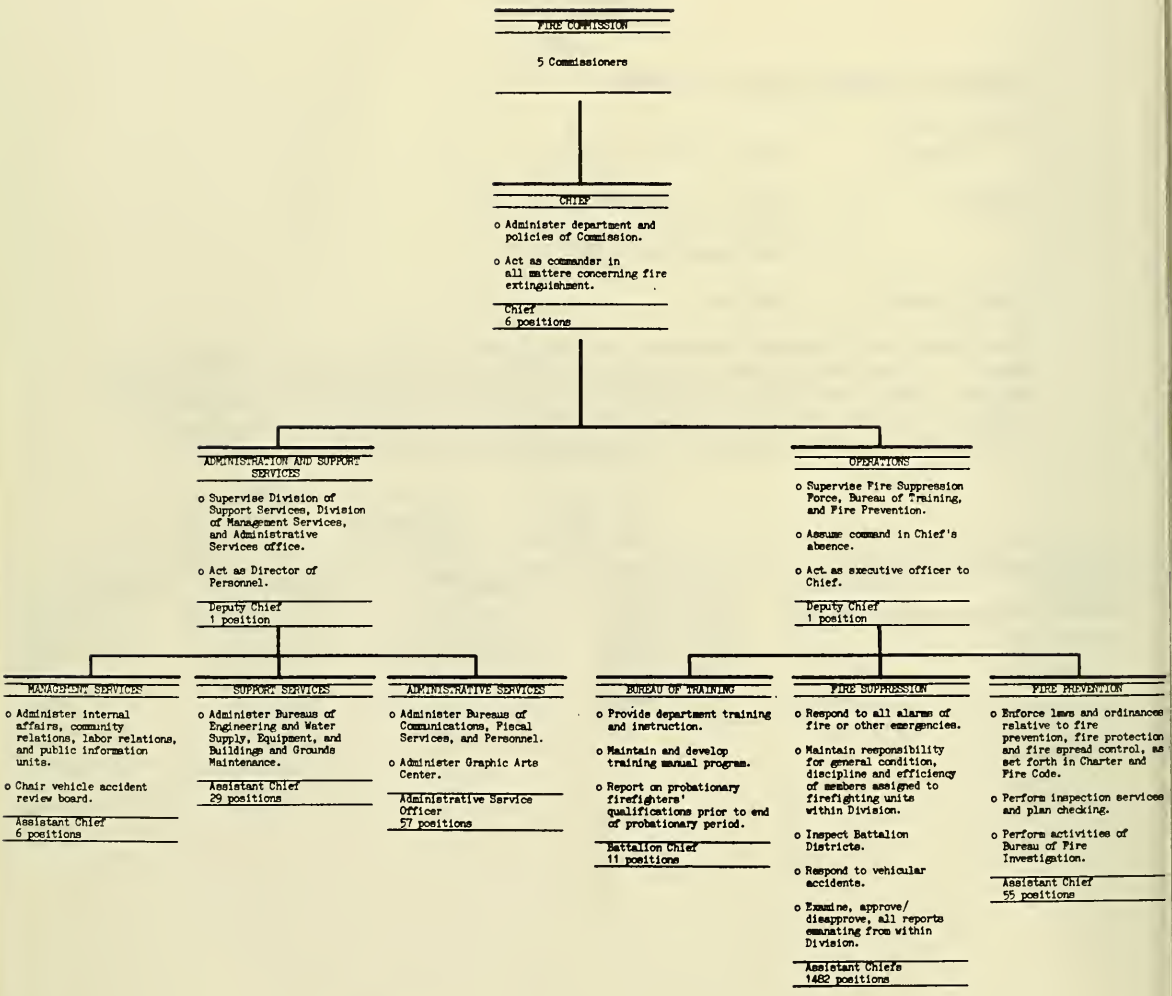
Phone number: 558-2881

The Department provides services at the De Young Museum and the Legion of Honor. These consist of acquisition, exhibition and preservation/restoration of art works; educational functions such as guided tours of the collections, library and art school services; maintenance of facilities; development of grants and corporate support; and development of major special exhibits.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$2,343,997	$3,344,215	$2,670,725
Authorized Positions	85	81	80

SAN FRANCISCO
CITY AND COUNTY

Fire Commission



Fire Commission

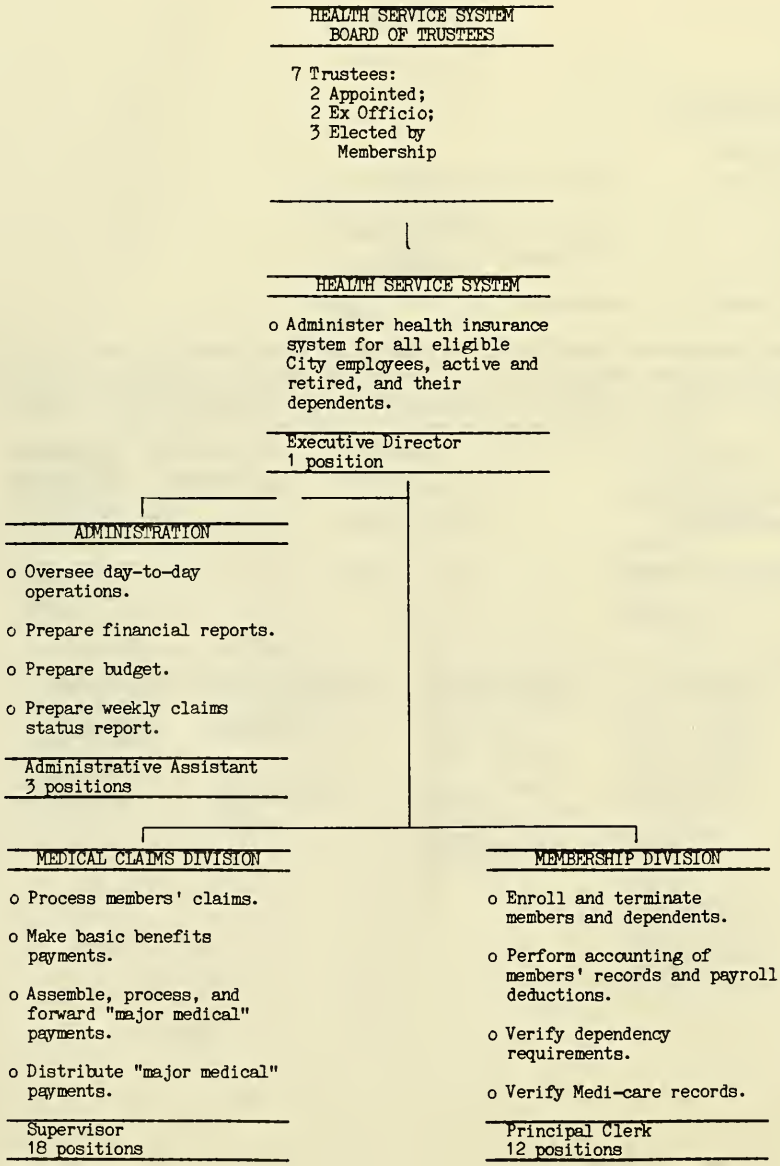
Department Head: Emmet Condon, Chief

Address: 260 Golden Gate Avenue
San Francisco 94102

Phone number: 861-8000

The Fire Department provides a full range of fire fighting services to protect life and property within the City and at the Airport, including the prevention of fires, public education, training, alarm and communication systems.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$78,302,599	$93,118,994	$93,345,466
Authorized Positions	1,635	1,635	1,633


HEALTH SERVICE SYSTEM
BOARD OF TRUSTEES
7 Trustees:
2 Appointed;
2 Ex Officio;
3 Elected by Membership
HEALTH SERVICE SYSTEM
o Administer health insurance system for all eligible City employees, active and retired, and their dependents.
Executive Director
1 position
ADMINISTRATION
o Oversee day-to-day operations.
o Prepare financial reports.
o Prepare budget.
o Prepare weekly claims status report.
Administrative Assistant
3 positions
MEDICAL CLAIMS DIVISION
o Process members' claims.
o Make basic benefits payments.
o Assemble, process, and forward "major medical" payments.
o Distribute "major medical" payments.
Supervisor
18 positions
MEMBERSHIP DIVISION
o Enroll and terminate members and dependents.
o Perform accounting of members' records and payroll deductions.
o Verify dependency requirements.
o Verify Medi-care records.
Principal Clerk
12 positions

Health Service System

Department Head: Randall Smith, Executive Director

Address: 1212 Market Street
San Francisco 94102

Phone number: 558-3701; 558-4322

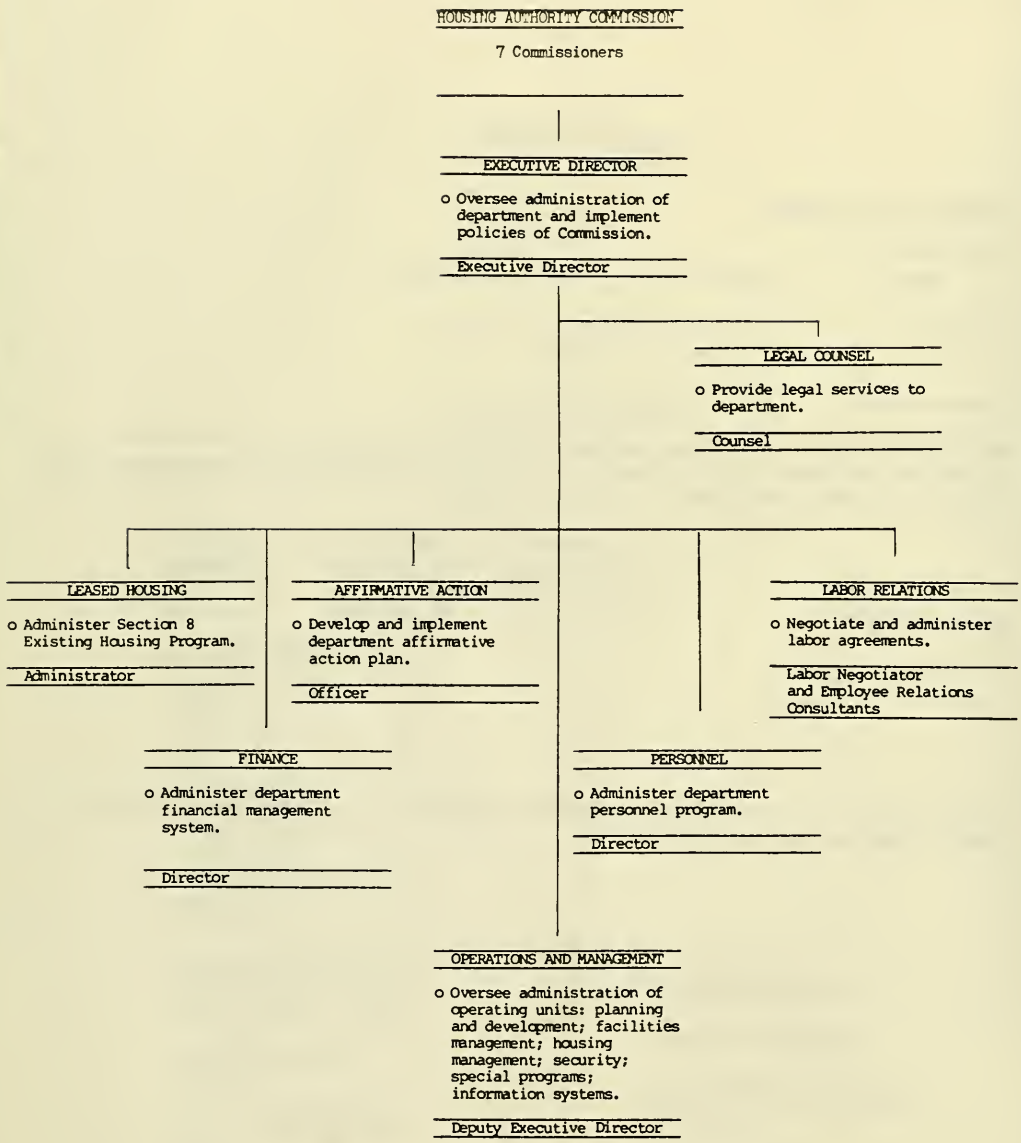
The Health Service Department administers the City employees' health care insurance, and makes regular payments to health insurance plans, physicians and other health care providers.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget*	$952,753	$1,102,840	$1,133,484
Authorized Positions	40	34	34

*Entire budget is funded by work orders -- payments from other departments for Health Service System services.

SAN FRANCISCO
CITY AND COUNTY

Housing Authority
(non-City-funded)



Housing Authority

Department Head: Carl L. Williams, Executive Director

Address: 440 Turk Street
San Francisco 94102

Phone number: 673-5800

The Housing Authority is responsible for the management of approximately 7,000 units of public housing in San Francisco; the U.S. Department of Housing and Urban Development specifies that public housing is for low-income families and senior citizens. The Commissioners are appointed for fixed terms by the Mayor, and establish policy for the Housing Authority.

	FY 1980-81	FY 1981-82	FY 1982-83
Operating Budget	$20,057,310	$18,955,710	$23,855,530

HUMAN RIGHTS COMMISSION

15 Commissioners

DIRECTOR

- o Implement Commission policies.
- o Administer department operations.
- o Oversee administration of Commission on the Status of Women (see page 49).

Director
10 positions

OFFICE OF DISPUTE RESOLUTION

- o Investigate complaints of discrimination and ensure two-way communication with classes protected by Chapter 12A and Article 33 of Police Code: race, color, creed, national origin, ancestry, age, sex, sexual orientation, and disability.
- o Provide assistance to San Francisco residents experiencing discrimination in housing through Fair Housing Program.
- o Provide technical assistance on affirmative action to City departments.
- o Provide staff support for the intergroup Clearinghouse.
- o Staff Commission's permanent policy making committees: Employment, Gay Advisory, Housing, Police Liaison/ Social Issues, and Youth and Education.

Coordinator
8 positions

OFFICE OF CONTRACT COMPLIANCE

- o Work with City's contractors to enforce affirmative action programs.
- o Investigate complaints of discrimination against City's contractors.

Contract Compliance
Officer II
8 positions

Human Rights Commission

Department Head: Grant S. Mickins III, Director

Address: 1095 Market Street, Suite 501
San Francisco 94102

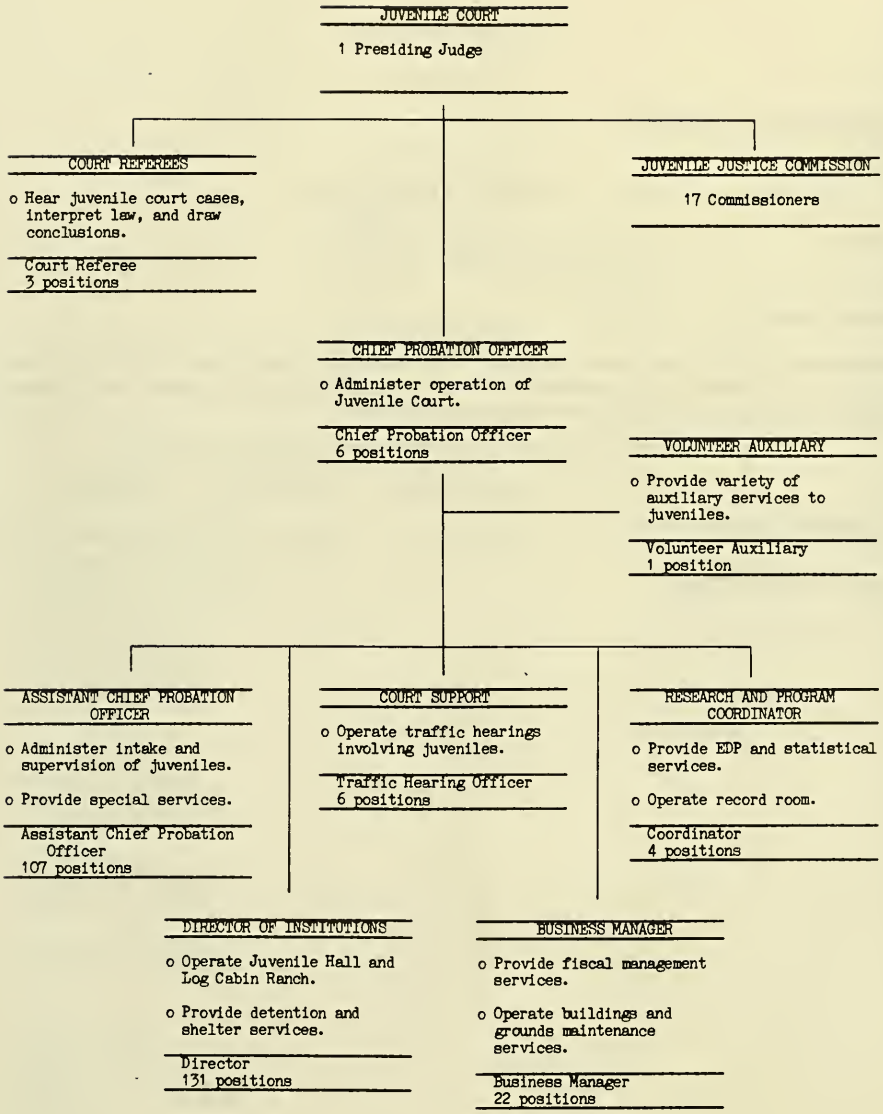
Phone number: 558-4901

The Human Rights Department carries out Commission policies and directives in order to eliminate discrimination, reduce inter-group tensions, and promote equal economic and educational opportunity.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$403,005	$526,152	$472,237
Authorized Positions	12	12	12

SAN FRANCISCO
CITY AND COUNTY

Juvenile Court



Juvenile Court

Department Head: Joseph J. Botka, Chief Probation Officer

Address: 375 Woodside Avenue
San Francisco 94127

Phone number: 731-5740

The Juvenile Court has responsibility under the State Welfare and Institutions Code for minors declared wards of the Court because of criminal activities, abuse, abandonment or neglect. The Court secures for each minor under its jurisdiction such care and guidance as will serve the welfare of the minor and the best interests of the State. The Court also endeavors to protect the public from the consequences of juvenile criminal activity.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$7,660,377	$8,462,216	$9,363,878
Authorized Positions	284	285	284

SAN FRANCISCO
CITY AND COUNTY

Law Library Board of Trustees

LAW LIBRARY
BOARD OF TRUSTEES

11 Trustees

LAW LIBRARY

o Administer and maintain County Law Library.

Law Librarian
2 positions

ADMINISTRATIVE SERVICES

o Provide accounting and clerical services.

o Provide looseleaf services.

o Repair books.

o Maintain legislative materials.

Bookbinder
3 positions
(2 non-City funded)

MILLS BUILDING BRANCH

o Provide patron services.

o Provide circulation services for periodicals and other legislative materials.

Branch Librarian
(non-City funded positions)

CATALOGUING

o Prepare briefs and continuations.

Assistant Law Librarian
(non-City funded positions)

CITY HALL BRANCH

o Provide circulation services for periodicals and other materials.

o Provide patron service.

Assistant Law Librarian
(non-City funded positions)

Law Library

Department Head: Harold E. Rowe, Librarian

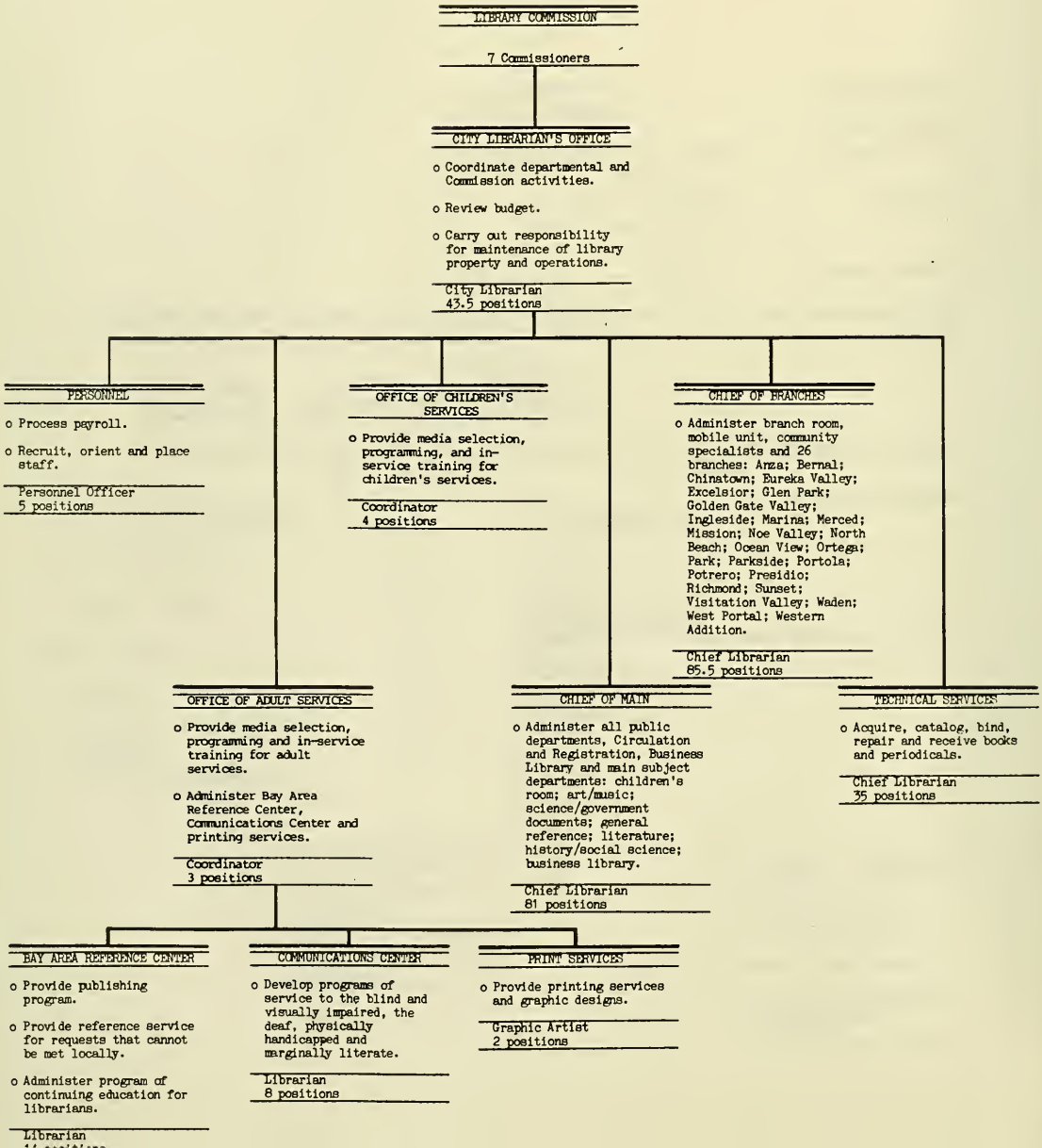
Address: City Hall, Room 436
San Francisco 94102

Phone number: 558-4627

The Department maintains the County Law Library for the use of the Judiciary, Members of the Bar, State and local officials and San Francisco citizens.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$100,924	$115,158	$130,084
Authorized Positions*	12.5	12.5	12.5

*3 of the positions are City funded.


LIBRARY COMMISSION
7 Commissioners
CITY LIBRARIAN'S OFFICE
o Coordinate departmental and Commission activities.
o Review budget.
o Carry out responsibility for maintenance of library property and operations.
City Librarian
43.5 positions
PERSONNEL
o Process payroll.
o Recruit, orient and place staff.
Personnel Officer
5 positions
OFFICE OF CHILDREN'S SERVICES
o Provide media selection, programming, and in-service training for children's services.
Coordinator
4 positions
CHIEF OF BRANCHES
o Administer branch room, mobile unit, community specialists and 26 branches: Anza; Bernal; Chinatown; Eureka Valley; Excelsior; Glen Park; Golden Gate Valley; Ingleside; Marina; Merced; Mission; Noe Valley; North Beach; Ocean View; Ortega; Park; Parkside; Portola; Potrero; Presidio; Richmond; Sunset; Visitation Valley; Waden; West Portal; Western Addition.
Chief Librarian
85.5 positions
OFFICE OF ADULT SERVICES
o Provide media selection, programming and in-service training for adult services.
o Administer Bay Area Reference Center, Communications Center and printing services.
Coordinator
3 positions
CHIEF OF MAIN
o Administer all public departments, Circulation and Registration, Business Library and main subject departments: children's room; art/music; science/government documents; general reference; literature; history/social science; business library.
Chief Librarian
81 positions
TECHNICAL SERVICES
o Acquire, catalog, bind, repair and receive books and periodicals.
Chief Librarian
35 positions
BAY AREA REFERENCE CENTER
o Provide publishing program.
o Provide reference service for requests that cannot be met locally.
o Administer program of continuing education for librarians.
Librarian
COMMUNICATIONS CENTER
o Develop programs of service to the blind and visually impaired, the deaf, physically handicapped and marginally literate.
Librarian
8 positions
PRINT SERVICES
o Provide printing services and graphic designs.
Graphic Artist
2 positions

Library Commission

Department Head: John C. Frantz, City Librarian

Address: 200 Larkin Street
San Francisco 94102

Phone number: 558-4235

The Department provides library services through the Main Library and 26 branches. Its activities include ordering, cateloging and processing of books, and public services that include book circulation, reference and advisory assistance, and presentation of cultural and educational programs.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$8,134,031	$9,035,151	$11,671,595
Authorized Positions	481	481	518

SAN FRANCISCO CITY AND COUNTY

Mayor

MAYOR

GENERAL OFFICE

- o Monitor operational effectiveness of City departments.
- o Receive and review departmental budget requests and assist in budget formulation.
- o Analyze City processes and work to develop improvements.
- o Develop and coordinate improved management programs.
- o Advise and assist Mayor in decisions related to approval or veto of legislation passed by Board of Supervisors.
- o Assist Mayor in oversight of boards and commissions appointed by the Mayor.
- o Receive and respond to public inquiries.
- o Provide the public with information on City policies, facilities and programs.

Mayor
39 positions (occasional non-City funded positions)

OFFICE OF EMERGENCY SERVICES

- o Plan for mitigation of catastrophic emergency.
- o Supervise writing of City Emergency Plans.
- o Initiate pre-disaster coordination of resources.
- o Educate public for emergency preparation.

Director
6 positions (partially City-funded)

COMMUNITY DEVELOPMENT COUNCIL

18 Members

OFFICE OF COMMUNITY DEVELOPMENT

- o Allocate and monitor use of Federal and State Community Development funds by public and private agencies.
- o Coordinate construction, destruction and rehabilitation of low and moderate income housing.
- o Assist Community Development Council.

Director (non-City funded)
41 positions (non-City funded)

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

12 Members

OFFICE OF ECONOMIC DEVELOPMENT

- o Coordinate and administer Federal Economic Development grants and loans.
- o Assist Economic Development Committee.

President (non-City funded)
10 positions (non-City funded)

EMPLOYMENT AND TRAINING COUNCIL

32 Members

OFFICE OF EMPLOYMENT AND TRAINING

- o Administer Federal Comprehensive Employment and Training Act (CETA) funds.
- o Administer and operate employment and training programs serving eligible City residents.
- o Oversee program operations of subcontractors.
- o Oversee administration of employment programs grants.
- o Assist Employment and Training Council.

Director
91 positions (non-City funded)

RELOCATION APPEALS BOARD

5 Members

OFFICE OF SECRETARY

- o Administer policies of Relocation Appeals Board.
- o Provide assistance to residents involuntarily displaced from housing by government action.

Secretary
3 positions

CRIMINAL JUSTICE COUNCIL

29 Members

OFFICE OF CRIMINAL JUSTICE COUNCIL

- o Administer and monitor criminal justice grant programs.
- o Assist Criminal Justice Council.

Executive Director
16 positions (partially City funded)

ADVISORY COUNCIL ON CHILD CARE

19 Members

OFFICE OF CHILD CARE

- o Coordinate and advocate local child care programs.
- o Assist Advisory Council.

Director
1 position (additional non-City funded positions)

Mayor

Department Head: Dianne Feinstein, Mayor (elected; 4-year term)

Address: City Hall, Room 200
San Francisco 94102

Phone number: 558-3456

The Mayor is the chief executive officer of the City and County, supervising the activities of 52 departments. The Mayor is responsible for the overall policy direction of the City government, enforcement of all laws and approval, veto or request for reconsideration of all legislation passed by the Board of Supervisors. The Mayor reviews departmental budget requests and submits an annual City budget to the Board of Supervisors. The Mayor appoints members of boards and commissions, oversees their activities and makes appointments for the unexpired terms of elected officials. The Mayor's Office receives and responds to citizen inquiries and provides public information related to all City activities. In a public emergency, the Mayor is empowered to direct all City forces in providing needed services.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget*	$1,621,910	$2,646,693	$2,537,318
Authorized City-funded Positions	60	51	51

* Includes City-funded portions of all units; Employment and Training, Criminal Justice Council, General Office, etc.

MEDICAL EXAMINER

- o Direct activities of department.
- o Investigate and conduct medical evaluations of all deaths where causes are undetermined.
- o Preside at inquests and examine witnesses.
- o Testify in court as expert witness.

Chief Medical Examiner
1 position

FORENSIC INQUIRY DIVISION

- o Conduct chemical examinations of body tissues and fluids to determine nature and quantity of toxic substances present.
- o Perform routine clinical lab tests to discover presence of pathogenic microbes or other characteristics of specimens submitted for diagnostic purposes.
- o Perform specialized identification work on badly decomposed bodies.
- o Perform autopsies.
- o Maintain laboratory equipment and premises.
- o Prepare case histories and findings.
- o Coordinate with criminal justice system as necessary.

Administrative Medical Examiner
11 positions

ADMINISTRATION DIVISION

- o Assist in administration of department and develop intra-department policies.
- o Take charge of bodies, evidence, and valuables of deceased; fingerprint deceased bodies; receive, account for, and transfer all valuables.
- o Notify and maintain contact with deceased's next of kin.
- o Operate ambulances for department.

Administrative Medical Examiner
19 positions

Medical Examiner

Department Head: Boyd G. Stephens, M.D., Medical Examiner - Coronor

Address: Hall of Justice
850 Bryant Street
San Francisco 94103

Phone number: 553-1694

The Medical Examiner provides public services in connection with deaths occurring within the City, and cooperates with law enforcement agencies' investigations of probable homicide. These include emergency investigative, forensic pathology, and forensic toxicology services.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$925,782	$1,076,718	$1,226,715
Authorized Positions	31	31	34

JUDGES OF THE MUNICIPAL COURT

20 Judges

CLERK-ADMINISTRATOR

- o Oversee operation and administration of court.
- o Receive all cases and matters; issue process thereon, record and preserve proceedings of court.
- o Coordinate jury operations with Superior Court.

Clerk-Administrator
3 positions

EXECUTIVE ASSISTANT TO PRESIDING JUDGE

- o Augment provision of administrative and management functions of court.
- o Perform special assignments for presiding judge.

Executive Assistant
2 positions

TRAFFIC REFEREES

- o Preside over traffic court.

Traffic Referee
2 positions

CIVIL DIVISION

- o Receive and file all civil case matters; issue process thereon.
- o Record and preserve proceedings.
- o Provide courtroom clerk and allied staff for eight civil departments.

Chief Clerk
38 positions

COURT SYSTEMS-TRAFFIC

- o Maintain operation of traffic computer system, automated recordkeeping and court calendars.
- o Implement "SATS" computer system.

Coordinator
8 positions

CRIMINAL DIVISION

- o Receive and file all criminal case matters; issue process thereon.
- o Record and preserve proceedings of court.
- o Provide courtroom clerk and allied staff support for ten criminal departments.

Chief Clerk
41 positions

ACCOUNTING DIVISION

- o Maintain accounting records and budget control.

Fiscal Officer
9 positions

TRAFFIC DIVISION

- o Receive and process all citations for traffic, environmental and animal control violations.
- o Collect all fines and bail forfeitures.
- o Provide courtroom clerk and allied staff support for two traffic departments.

Chief Clerk
93 positions

COURT REPORTERS

- o Record testimony of witnesses and others in trial; transcribe as required.

Court Reporter
20 positions

COURT SYSTEMS - CRIMINAL

- o Maintain operation of computer system and automated recordkeeping.
- o Produce all court calendars.

Coordinator
6 positions

Municipal Court

20 Elected Judges; 6-year terms

Department Head: Daniel F. Donohue, Clerk

Address: City Hall, Room 301
San Francisco 94102

Phone number: 558-4041

The Department administers the activities of the Municipal Court including operation of the Traffic Court and coordination with the Superior Court and law enforcement agencies.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$9,866,808	$10,763,603	$11,170,125
Authorized Positions	237	242	241

PARKING AUTHORITY

- o Direct studies of off-street parking facilities.
- o Acquire real property.
- o Recommend plans for obtaining private capital.
- o Issue revenue bonds.
- o Plan and construct parking facilities.
- o Lease garages for private operation.
- o Fix rates for parking facilities.
- o Exercise power of eminent domain after public hearing.

5 Members

OFFICE OF DIRECTOR

- o Direct research and prepare material for consideration of Parking Authority.
- o Provide for daily operation of off-street facilities.
- o Represent Parking Authority before Board of Supervisors.

Director
3 positions

Parking Authority

Department Head: Margaret Brady, Director

Address: 450 McAllister Street, Room 603
San Francisco 94102

Phone number: 558-3651

The Authority makes recommendations to the Mayor and Supervisors on parking matters; maintains, operates, and acquires municipal lots and garages, and administers the Off-Street Parking Fund.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget*	$1,244,695	$467,281	$873,930
Authorized Positions	3	3	3

*The FY 1980-81 budget included funds for building projects. In FY 1982-83 the department is required to pay commercial rates for Light, Heat and Power services.

SAN FRANCISCO
CITY AND COUNTY

Permit Appeals Board

PERMIT APPEALS BOARD

Accept, process and hear appeals in the following areas:

- o Denials of City permits.
- o Denials of variances from City Planning Code.
- o Determinations of Zoning Administrator.
- o Revocations or suspensions of City permits.
- o Protests against granting of permits or variances.
- o Appeals re: penalties charged by Public Works for work performed without proper permit.

5 Commissioners

EXECUTIVE DIRECTOR

- o Support activities of Board.

Executive Director
4 positions

Permit Appeals Board

Department Head: Claire Pilcher, Executive Director

Address: City Hall, Room 154A
San Francisco 94102

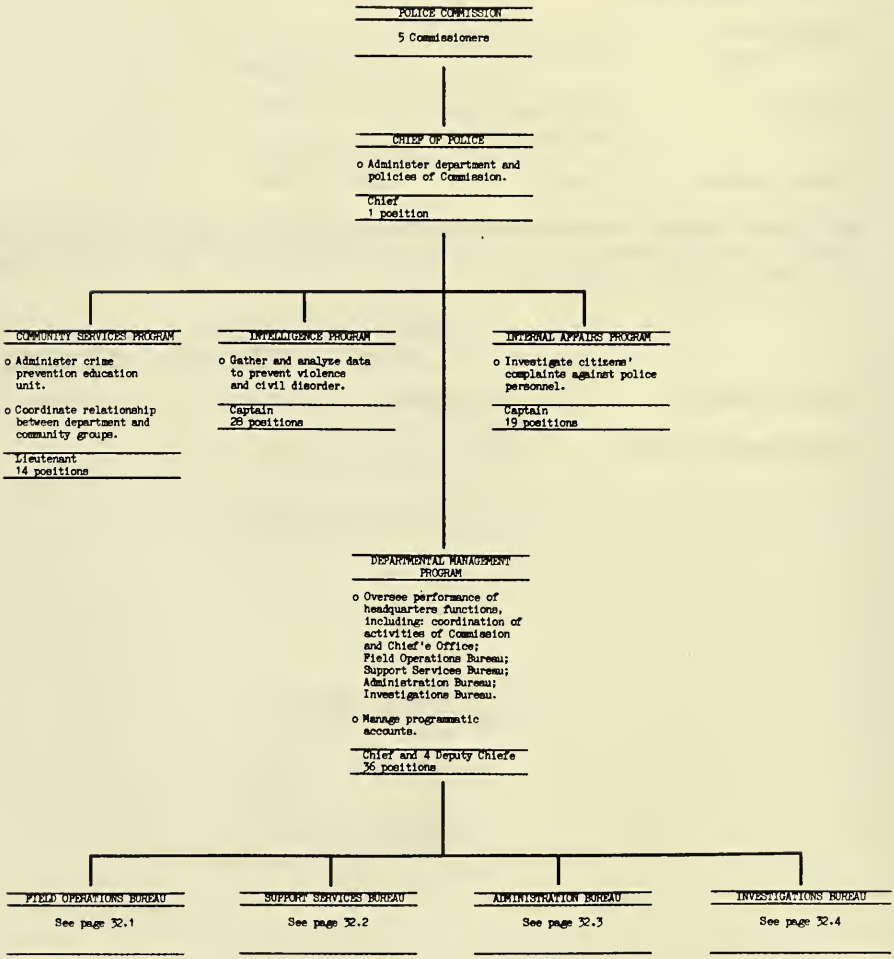
Phone number: 558-4421

The Permit Appeals Board hears and decides appeals regarding licenses and permits issued, revoked or denied by various City and County departments, including zoning regulations.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$78,799	$125,409	$159,269
Authorized Positions	2	2	4

SAN FRANCISCO
CITY AND COUNTY

Police Commission



Police Commission

Department Head: Cornelius P. Murphy, Chief

Address: Hall of Justice
850 Bryant Street
San Francisco 94103

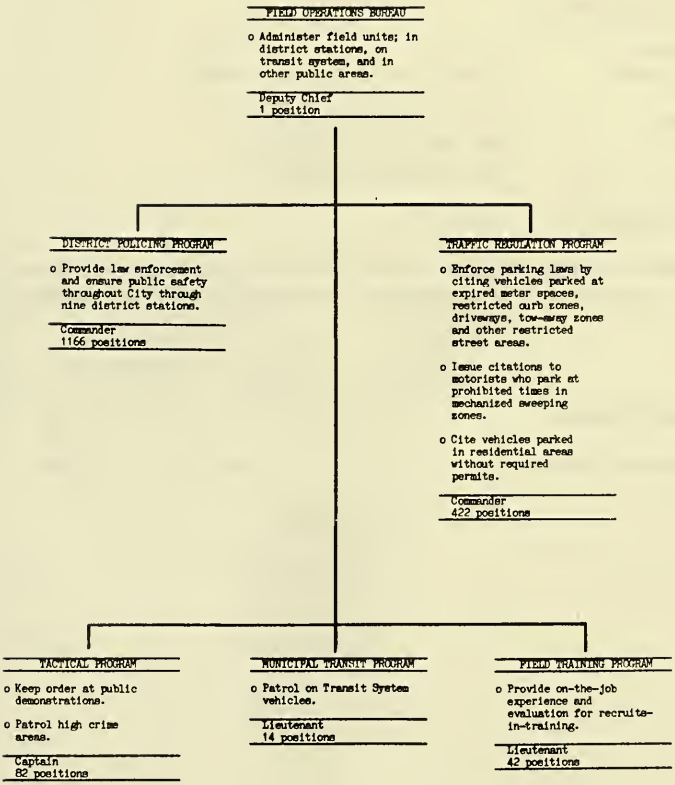
Phone number: 553-1667

The Police Department provides protection against criminals, enforces traffic laws, and provides a full range of public police services.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$101,763,668	$126,351,051	$129,439,703
Authorized Positions	2,686	2,692	2,700

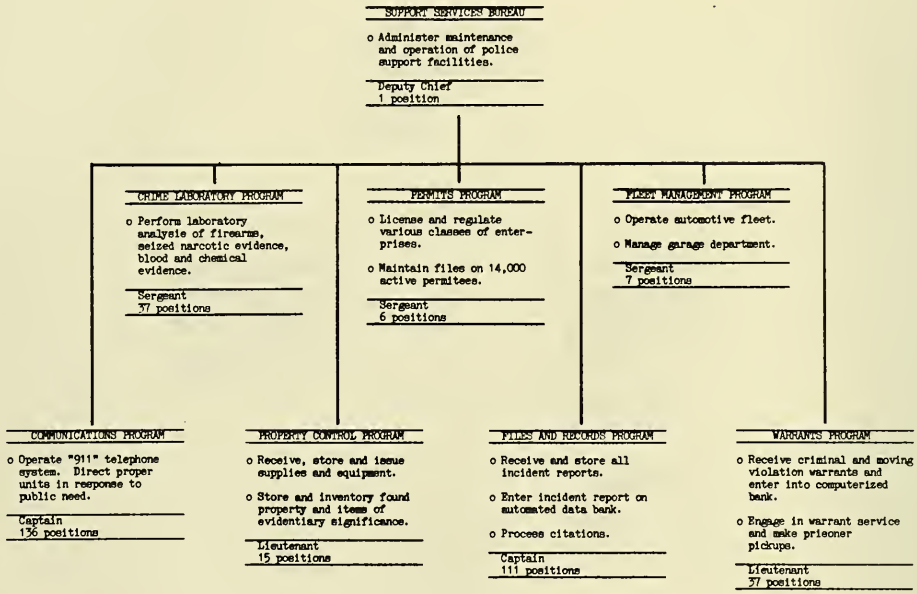
SAN FRANCISCO
CITY AND COUNTY

Police Commission -
Field Operations Bureau



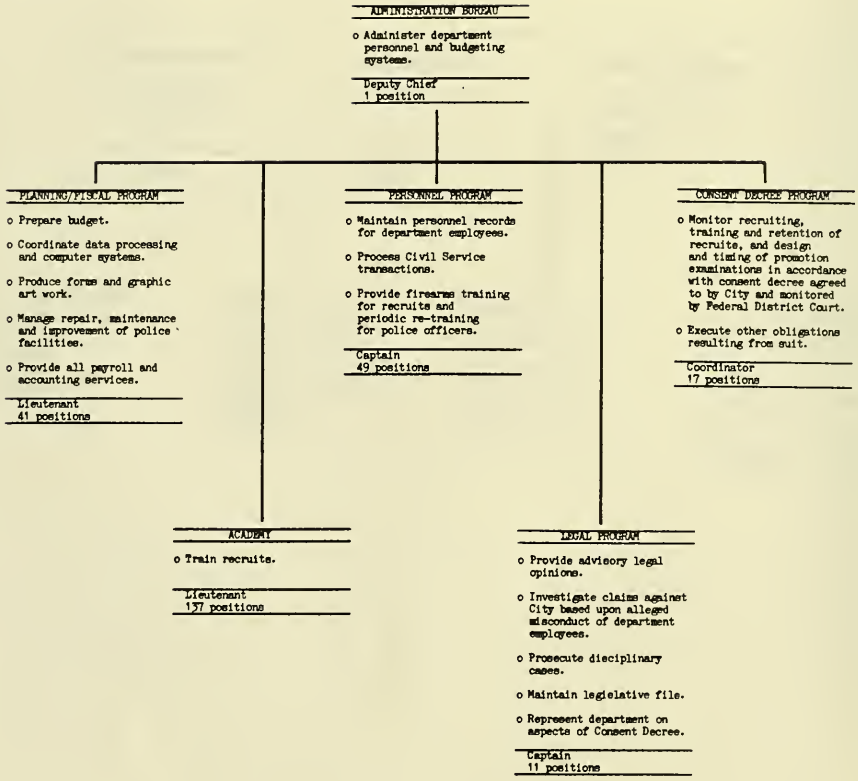
SAN FRANCISCO
CITY AND COUNTY

Police Commission -
Support Services Bureau



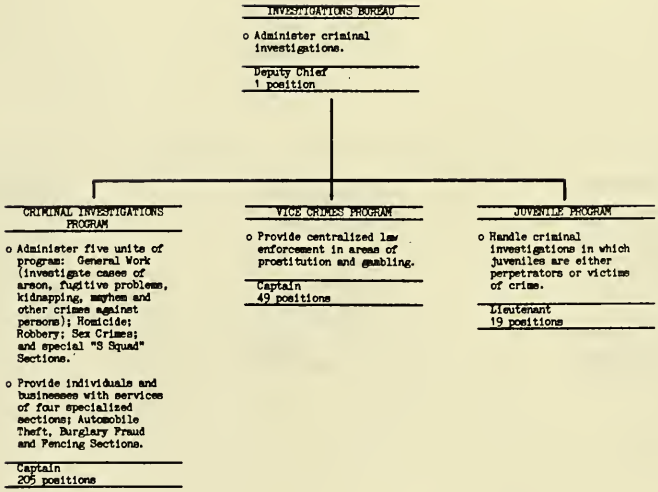
SAN FRANCISCO
CITY AND COUNTY

Police Commission -
Administration Bureau



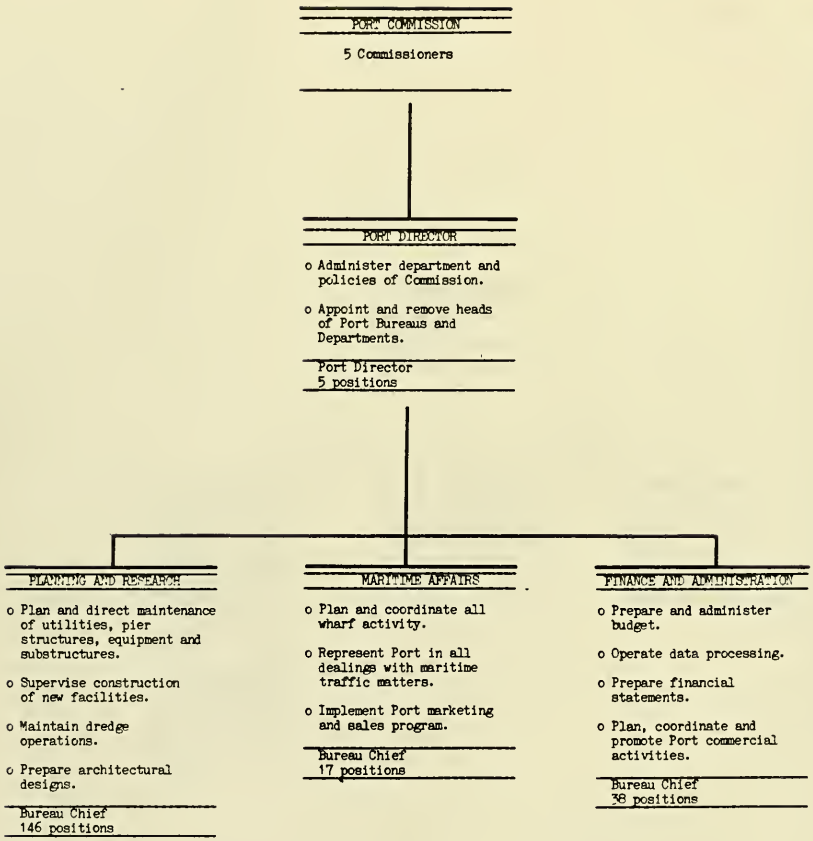
SAN FRANCISCO
CITY AND COUNTY

Police Commission -
Investigations Bureau



SAN FRANCISCO
CITY AND COUNTY

Port Commission



Port Commission

Department Head: Edward L. David, Port Director

Address: Ferry Building, Room 283
San Francisco 94111

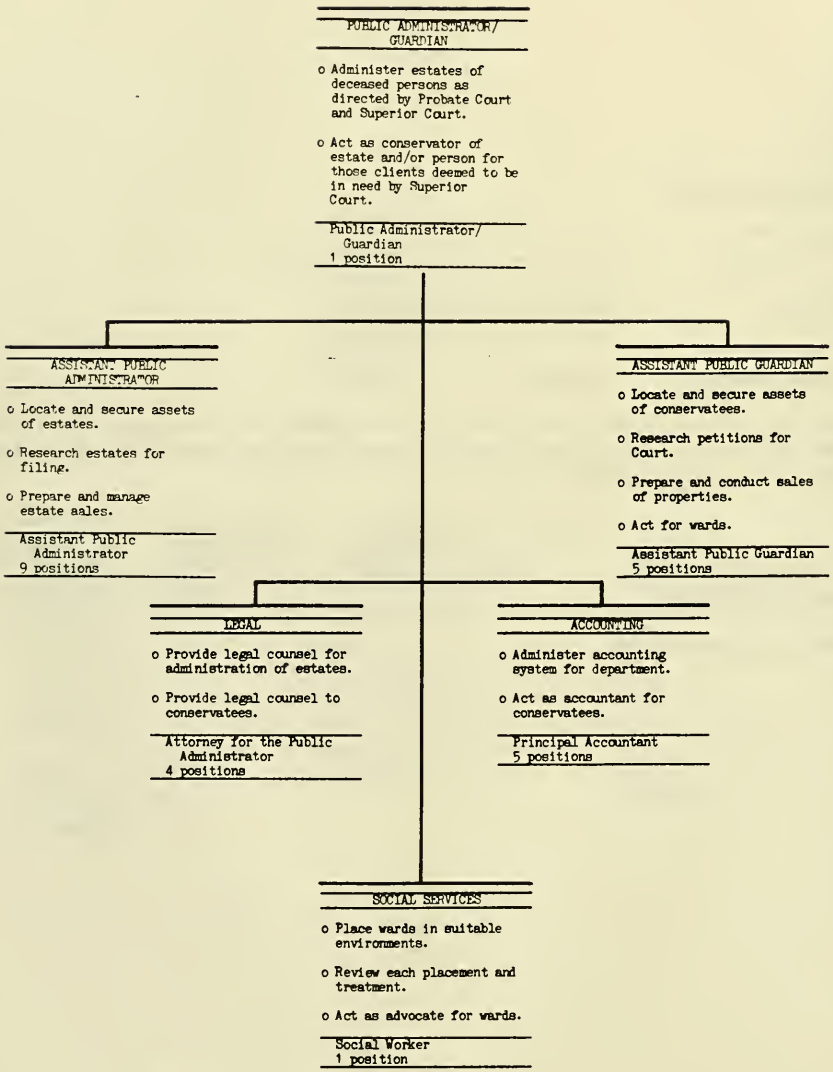
Phone number: 391-8000

The Department controls all uses of Port lands including cargo handling and related activities and commercial uses such as restaurants and professional offices on leased sites.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$19,805,451	$23,216,580	$23,796,863
Authorized Positions	223	211	216

SAN FRANCISCO
CITY AND COUNTY

Public Administrator/Guardian



Public Administrator/Guardian

Department Head: James R. Scannell,
Public Administrator/Public Guardian

Address: 1212 Market Street, 3rd Floor
San Francisco 94102

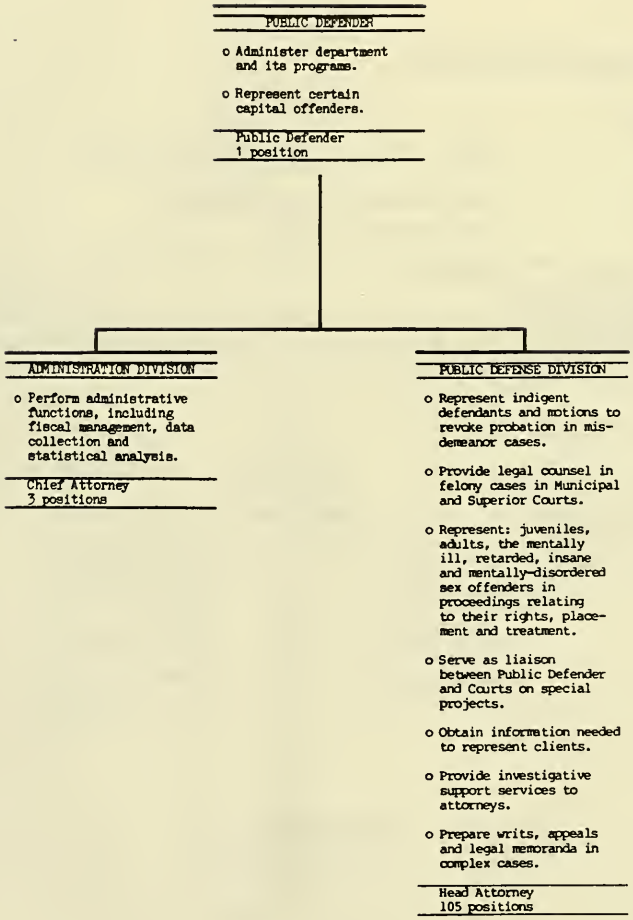
Phone number: 558-4161

The Public Administrator acts as the Administrator of Estates as directed by the Probate Code or the Probate Court. The Public Guardian acts as the Conservator for persons unable to act for themselves as outlined by the Probate Code.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$586,993	$772,255	$958,591
Authorized Positions	25	25	29

SAN FRANCISCO
CITY AND COUNTY

Public Defender



Public Defender

Department Head: Jeff Brown, Public Defender (elected; 4-year term)

Address: Hall of Justice
850 Bryant Street, Room 205
San Francisco 94103

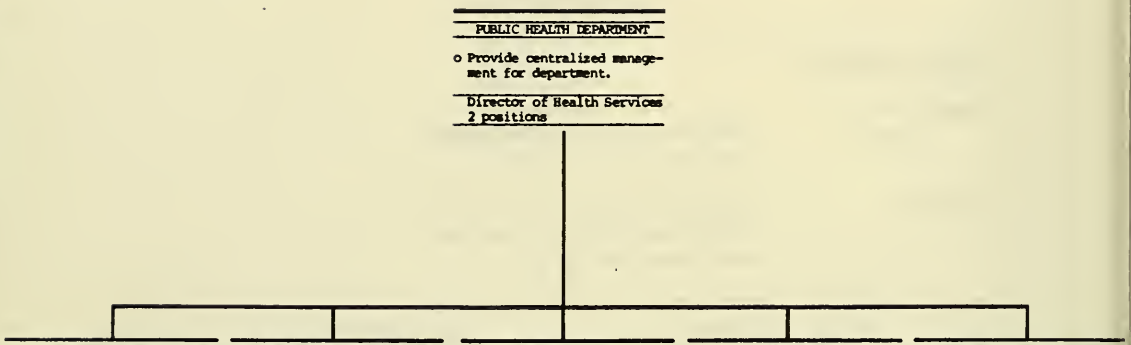
Phone number: 553-1671

The Public Defender defends or advises a person charged with commission of a crime, upon request of a defendant who is financially unable to employ counsel, or upon court order.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$4,968,819	$3,795,290	$4,486,765
Authorized Positions	70	108	106

SAN FRANCISCO
CITY AND COUNTY

Public Health Department



Public Health Department

Department Head: Mervyn F. Silverman, M.D., Director of Health

Address: 101 Grove Street
San Francisco 94102

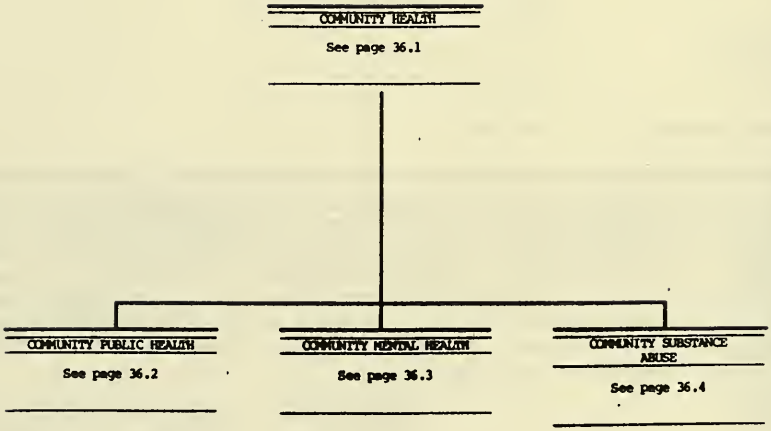
Phone number: 558-2896

The Public Health Department provides a comprehensive system of health services for San Francisco. Services include those which promote health and prevent disease; interrupt the progress of disease and restore health to the ill or injured; and restore and maintain functioning for the permanently impaired. These services are made available through several divisions: Emergency Medical Services; San Francisco General Hospital; Laguna Honda Hospital; Community Public Health Services; Community Mental Health Services; Community Substance Abuse Services; Forensic Services. Services are available at locations throughout San Francisco.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$143,419,650	$174,309,910	$196,971,520
Authorized Positions	4,635	4,570	4,613

SAN FRANCISCO
CITY AND COUNTY

Public Health Department - Community Health



SAN FRANCISCO
CITY AND COUNTY

Public Health Department-
Community Public Health

COMMUNITY PUBLIC HEALTH

- Administer provision of health services designed to prevent illness and protect and promote individual and community health.

Program Chief
1 position

SUPPORT SERVICES

- Provide management, administrative, and other support services to division field staff.

Director
12 positions

COMMUNICABLE DISEASE PREVENTION AND CONTROL

- Provide health services to prevent and treat tuberculosis, venereal disease, other communicable diseases, and diseases contacted through animal bites.
- Certify that individual has received necessary immunizations prior to foreign travel.

District Health Officer
98 positions (additional grant-funded positions)

ENVIRONMENTAL HEALTH

- Perform restaurant and food inspections.
- Inspect to ensure water quality control, occupational health, and rodent control.
- Inspect department institutions.
- Perform inspections related to Solid Waste Program.

Bureau Chief
76 positions (additional grant-funded positions)

CHRONIC DISEASE PREVENTION AND CONTROL

- Screen for glaucoma, hypertension, and cancer.
- Provide risk reduction classes and preventive education.
- Perform in-home visits.

Senior Physician Specialist
38 positions

FAMILY HEALTH

- Operate family health programs and provide related health services.

District Health Officer
121 positions (additional grant-funded positions)

FORENSIC SERVICES

- Administer provision of comprehensive medical and psychiatric services to individuals within the criminal justice system and to victims of crime.
- Provide medical and psychiatric services including medical screening, initial examinations, continuing treatment, and 24-hour services, and counseling in jails.
- Administer sexual trauma services: medical exam and treatment; crisis counseling; information and referral; supportive medical and psychological follow-up; and training of police in management of sexual assault cases.
- Administer San Francisco General Security Ward and Forensic Ward.
- Provide medical, dental, and psychiatric services to detained youth in Youth Guidance Centers Medical and Dental Clinics.

Director
200 positions

LABORATORY SERVICES

- Operate Chemistry, Microbiology, and Virology Laboratories.

Director
33 positions

RECORDS AND COMMUNITY HEALTH STATISTICS

- Administer registration and certification of births and deaths.
- Process burial permits.
- Prepare vital ststistics.
- Issue certified copies of birth certificates.

Bureau Chief
23 positions

HEALTH ASSESSMENT AND REFERRAL

- Respond to requests for information on health services and resources.
- Respond to requests for assessment of and referral for health problems.

Physician Specialist
12 positions

HEALTH EDUCATION AND CONSULTATION

- Administer health lifestyle program, healthy youth project, health hazard appraisal program, and senior pharmacy health education project.
- Provide speakers, film and equipment loans, and public information.
- Develop and train staff.

Chief of Bureau of Health Education
15 positions (additional grant-funded positions)

SAN FRANCISCO
CITY AND COUNTY

Public Health Department - Community Mental Health

COMMUNITY MENTAL HEALTH

o Administer provision of comprehensive system of mental health services.

Program Chief
1 position

GENERAL ADMINISTRATION AND FINANCE

o Perform general services; maintain quality of care; and maximize resources through s management team approach and an automated billing and client information system.

Deputy Director
92 positions

INFORMATION, EVALUATION AND PLANNING

o Provide information to clinicians and administrators through needs assessment, planning, contract monitoring, program review, utilization review, medication monitoring and research monitoring and review.

o Oversee administration of citizen participation unit, which develops and maintains professional and lay citizen involvement in program planning, review and monitoring through Citizens Advisory Boards and Mental Health Advisory Boards participation.

Director of Mental Health
19 positions

CONSULTATION, EDUCATION, INFORMATION

o Increase awareness of mental illness, through media, consultation with providers of care and educational programs.

Mental Health Educator
14 positions (additional grant-funded positions)

OUTPATIENT-GERIATRIC

o Improve and maintain mental health functioning of geriatric adults by prompting accessibility and continuity of care.

Assistant Director
15 positions

OUTPATIENT-YOUTH

o Improve and maintain optimal mental growth and health of children, adolescents, and their families.

Assistant Director
36 positions

OUTPATIENT-ADULT

o Improve and maintain mental health of adults with particular emphasis on building on clients' capacities to function daily and on improving services to identified minorities.

Assistant Director
115 positions (additional grant-funded positions)

DAY TREATMENT-GERIATRIC

o Improve and maintain mental health functioning of geriatric adults with particular emphasis on clients' capacities for daily functioning and movement toward less restrictive care treatment.

o Provide contract services in District V (S.F. Council of Churches, Richmond Area Mental Health Service.)

Registered Nurse
1 position (additional contract positions)

DAY TREATMENT - ADULT

o Improve and maintain optimal mental health of adults with particular emphasis on establishing clients' capabilities for daily functioning and movement toward less restrictive treatment and care.

DAY TREATMENT - YOUTH

o Improve and maintain optimal mental health and growth of children and adolescents with particular emphasis on establishing clients' capabilities for daily functioning and movement toward less restrictive treatment and care.

o Administer two non-public school sites for latency age children.

o Administer five other City sites for services.

Clinical Psychologist
1 position (additional contract positions)

24 HOUR CARE-GERIATRIC

o Improve comprehensive nature of care and its coordination and return geristric patients to community treatment and increasingly independent living.

o Operate Citywide program at Laguna Honda Hospital.

o Provide regional geropsychistric program for patients at Crystal Springs Rehabilitation Center, San Mateo, Colorado.

Administrative Liaison
contract positions

24 HOUR CARE-ADULT

o Improve comprehensive nature of care and its coordination and return adult patients to community treatment and increasingly independent living.

o Provide services st Napa State Hospital.

o Provide acute and 24-hour non-acute services.

o Operate residential Crisis Units.

Administrative Liaison
contract positions

24 HOUR CARE-YOUTH

o Increase availability a quality of services for children and youth in n of out-of-home care, wh assuring smooth transit through the various lev of care.

o Provide services at Nap State Hospital.

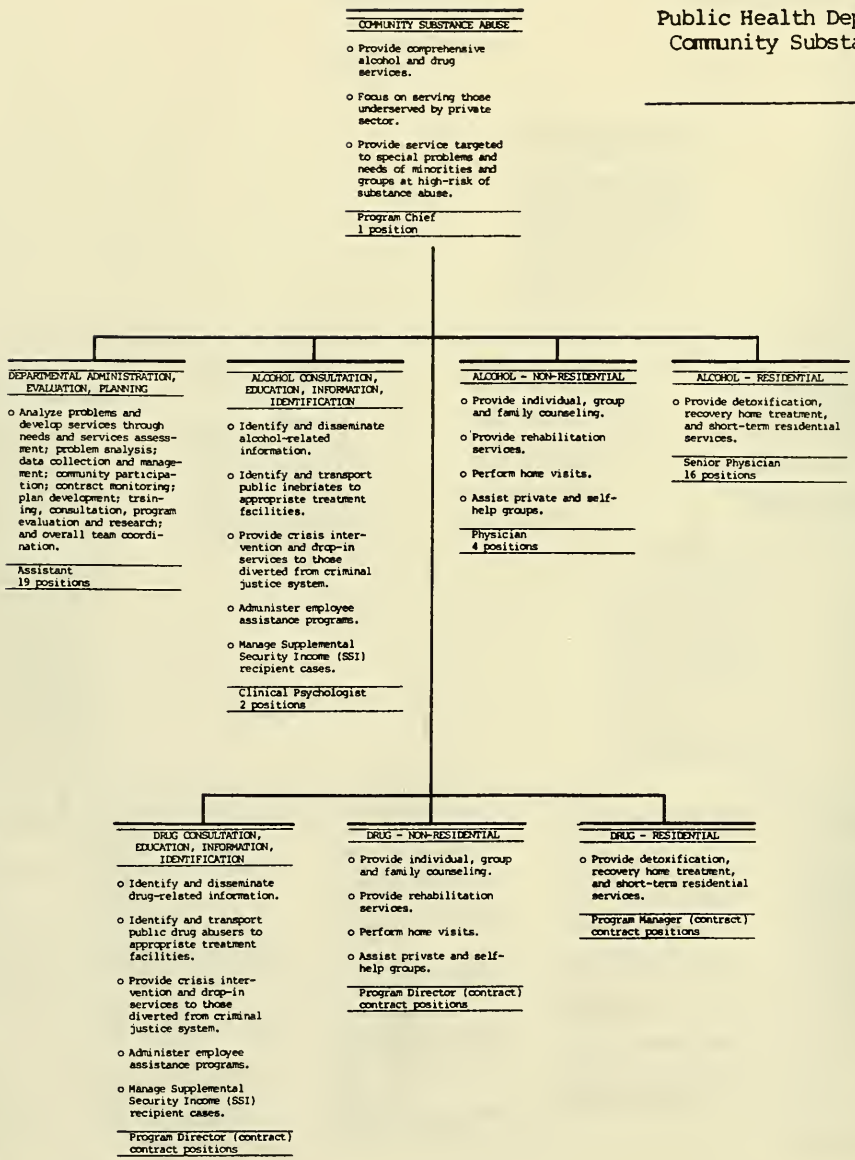
o Provide acute, 24-hour non-acute, and emergenc services.

o Operate at San Francisc General Hospital Psychi Department.

Administrative Liaison
contract positions

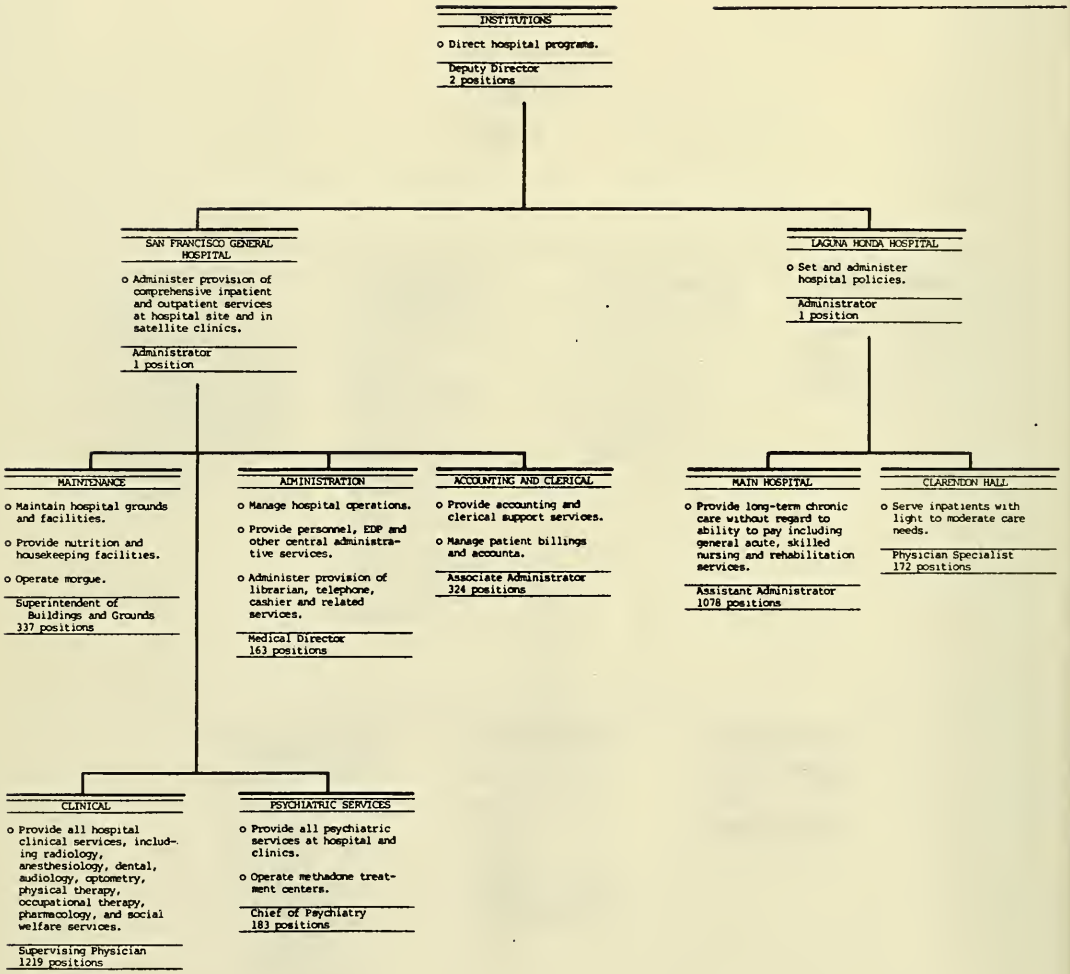
SAN FRANCISCO
CITY AND COUNTY

Public Health Department - Community Substance Abuse



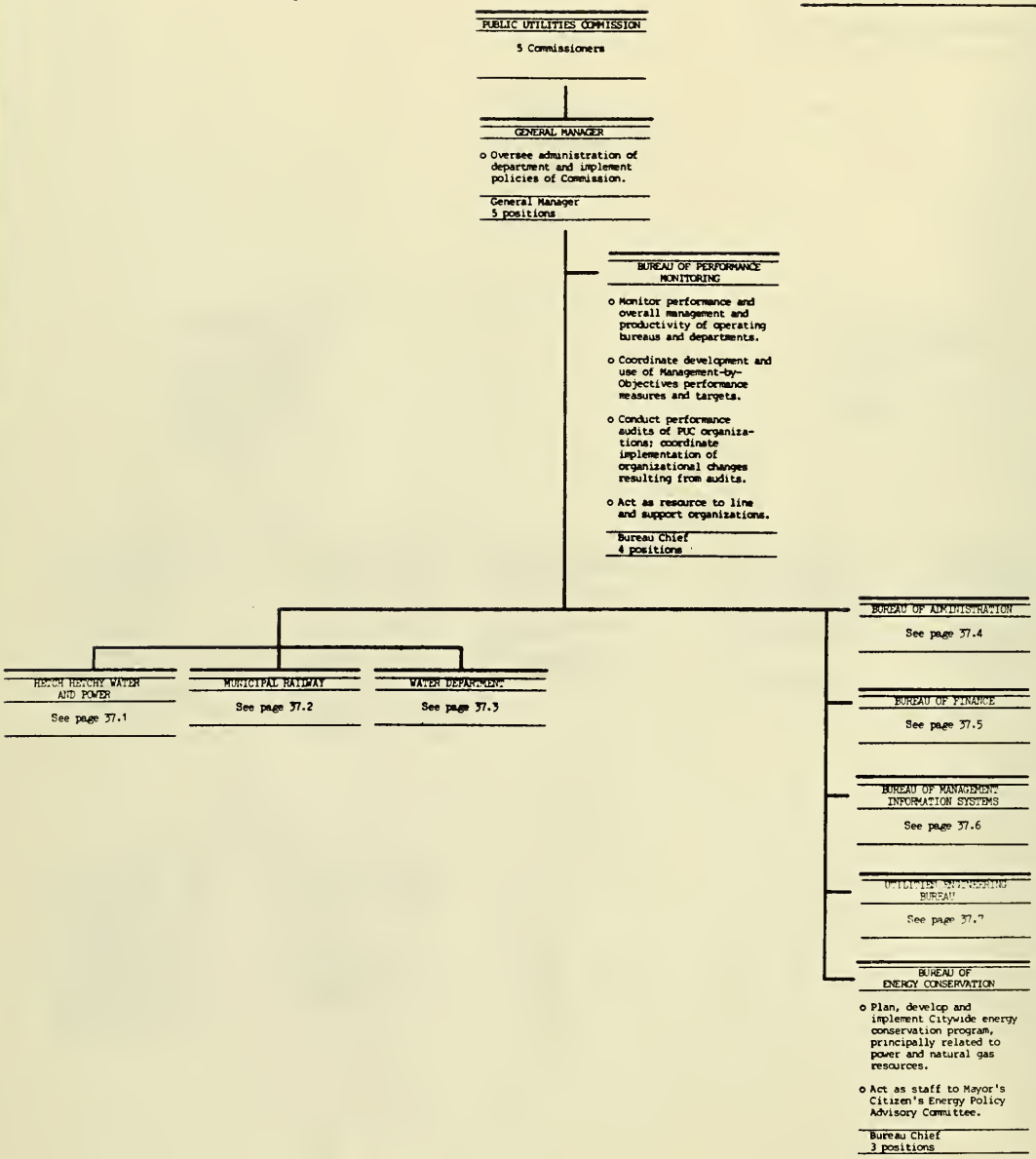
SAN FRANCISCO
CITY AND COUNTY

Public Health Department - Institutions



SAN FRANCISCO
CITY AND COUNTY

Public Utilities Commission



Public Utilities Commission

Department Head: Richard Sklar, General Manager

Address: City Hall, Room 287
San Francisco 94102

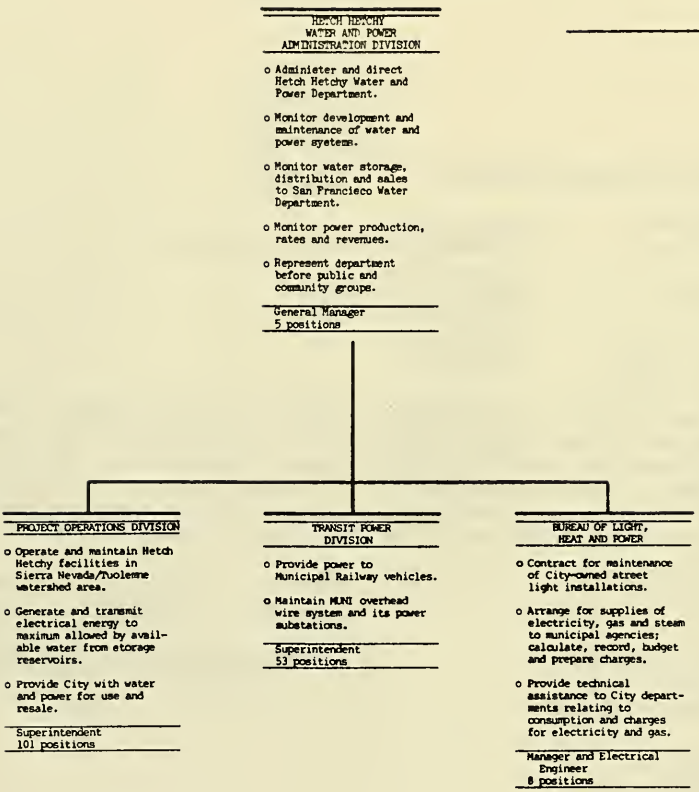
Phone number: 558-4986

The Public Utilities Commission General Office administers central services essential to the operation of major departments within PUC's jurisdiction. Among these are performance monitoring, administration, finance, management information systems, engineering and energy conservation services. These support functions are delivered to three PUC line departments; Municipal Railway, Hetch Hetchy Water and Power and the Water Department.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$18,389,278	$17,299,017	$19,286,608
Authorized Positions	515	526	512

SAN FRANCISCO
CITY AND COUNTY

Public Utilities Commission
Hetch Hetchy Water and Powe



Public Utilities Commission - Hetch Hetchy Water and Power

Department Head: Dean Coffey, General Manager

Joe de Graca, Bureau Chief; Light, Heat and Power

Address: 693 Vermont Street
San Francisco 94107

Phone number: Hetch Hetchy; 558-3038

Light, Heat and Power; 558-4203

The Hetch Hetchy Water and Power Department produces water and power. Electric power generated at the 3 powerplants is used for municipal purposes including operation of MUNI transit vehicles. The system produces more power than is currently used; this excess is sold to commercial users in order to produce revenue for the City.

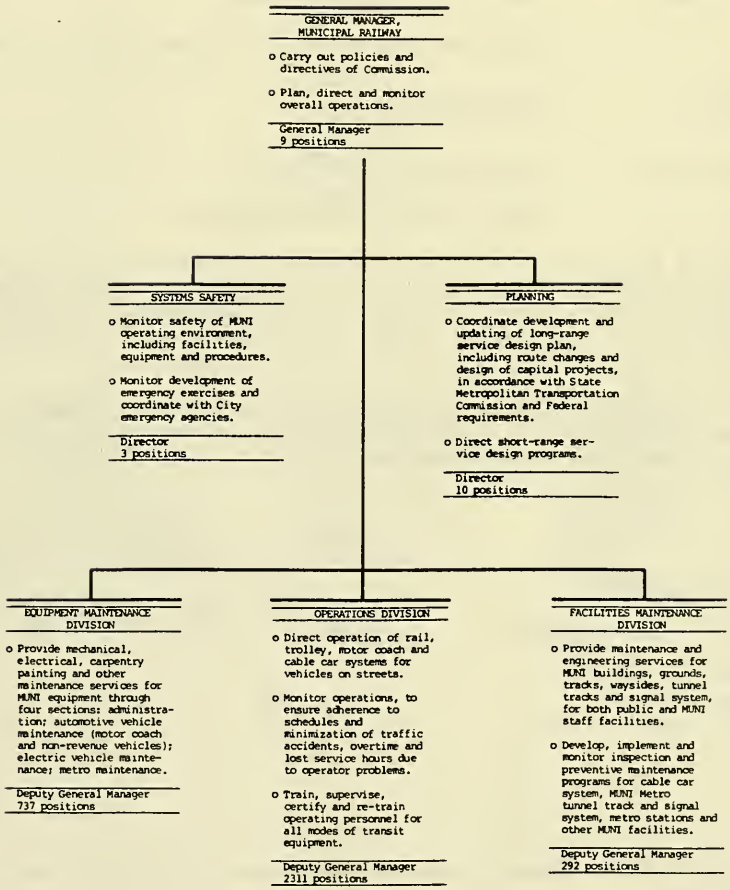
The Bureau of Light, Heat and Power contracts for the lighting of all public streets within the City, arranges for the furnishing of electricity, gas and steam to municipal agencies, and provides related technical services to City departments.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget			
Hetch Hetchy	$31,151,385	$40,551,504	$51,674,765
Light, Heat and Power*	$23,851,835	$35,818,992	$50,722,863
Authorized Positions			
Hetch Hetchy	163	162	169
Light, Heat and Power	8	8	10

*Budget includes payments from City departments for Light, Heat and Power services.

SAN FRANCISCO
CITY AND COUNTY

Public Utilities Commission
Municipal Railway



Public Utilities Commission - Municipal Railway

Department
Head: , General Manager

Address: 949 Presidio Avenue
San Francisco 94115

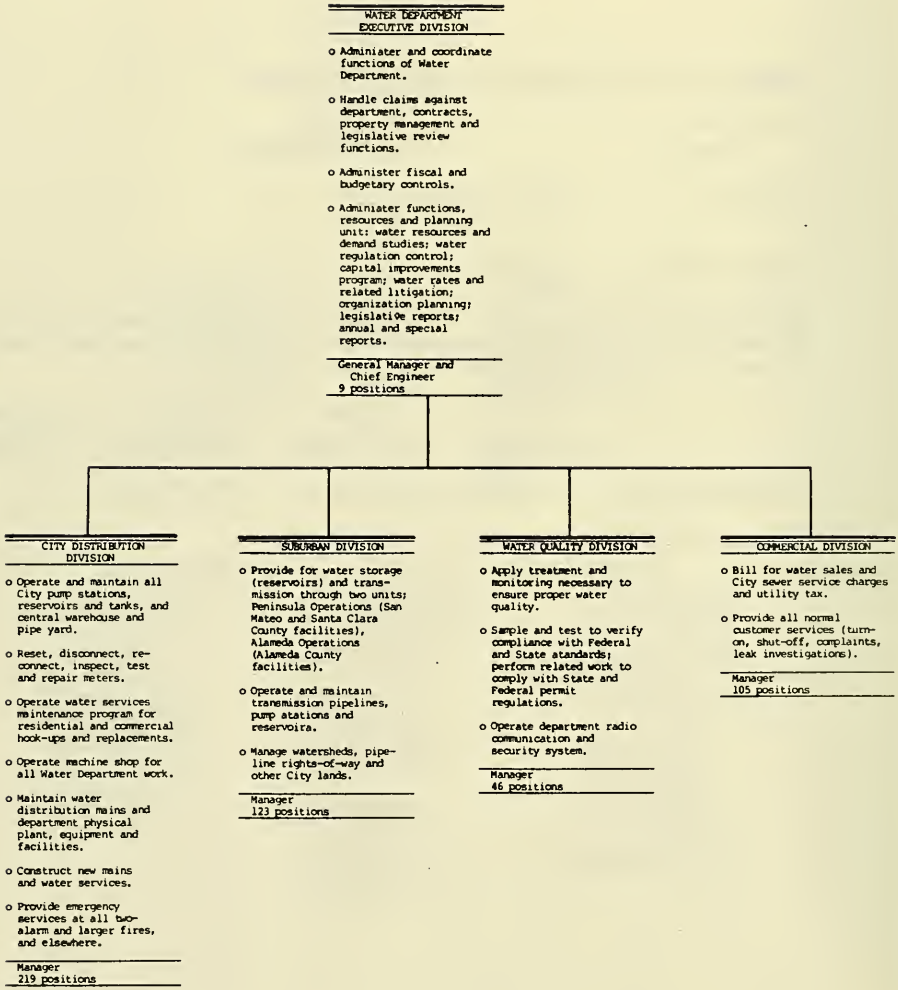
Phone number: 673-MUNI

The Municipal Railway manages San Francisco's public transportation system through provision of five transportation modes; motor coaches, trolley coaches, streetcars, light rail vehicles and cable cars.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$73,892,525	$157,774,132	$154,813,659
Authorized Positions	3,405	3,272	3,310

SAN FRANCISCO
CITY AND COUNTY

Public Utilities Commission - Water Department



Public Utilities Commission - Water Department

Department Head: Eugene Kelleher, General Manager

Address: 425 Mason Street
San Francisco 94102

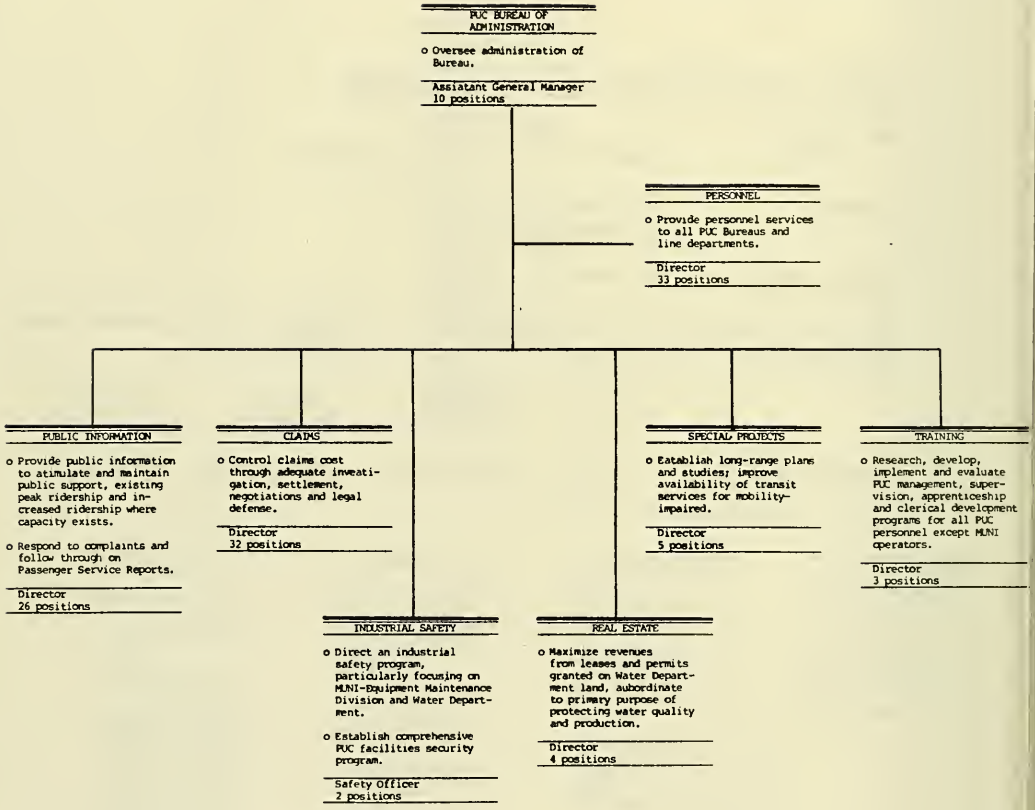
Phone number: 558-5081

The Water Department is responsible for the storage, quality control and distribution of water supplied by the Hetch Hetchy system.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$22,896,833	$28,271,751	$31,034,843
Authorized Positions	471	471	472

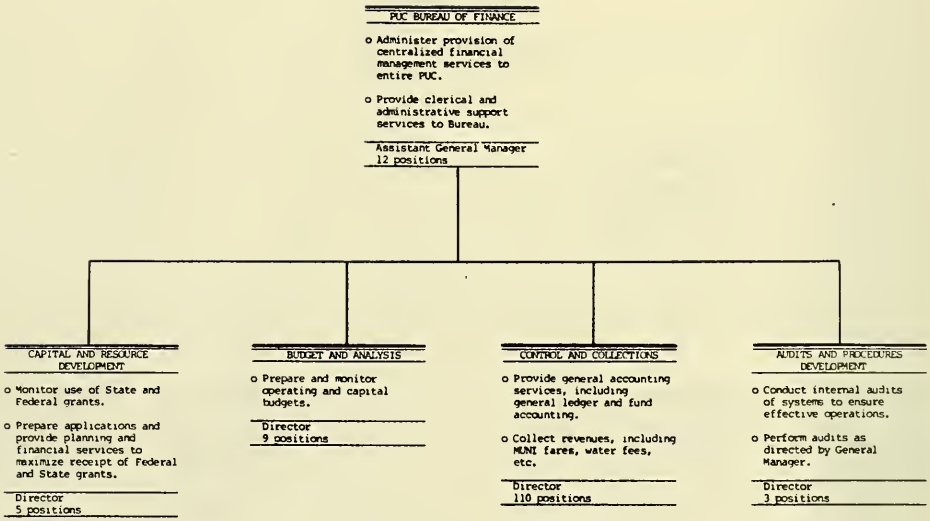
SAN FRANCISCO
CITY AND COUNTY

Public Utilities Commission-Bureau of Administration



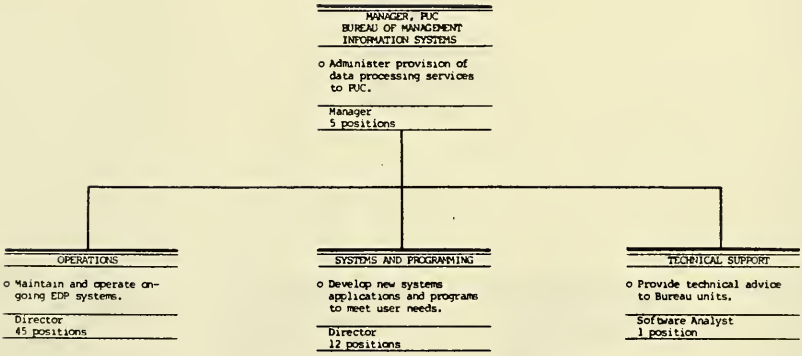
SAN FRANCISCO
CITY AND COUNTY

Public Utilities Commission - Bureau of Finance



SAN FRANCISCO
CITY AND COUNTY

Public Utilities Commission - Bureau of Management Information Systems



SAN FRANCISCO
CITY AND COUNTY

Public Utilities Commission - Utilities Engineering Bureau

CHIEF ENGINEER, PUC UTILITIES ENGINEERING BUREAU

- Oversee administration and set policies for bureau.

Chief Engineer and Deputy General Manager
2 positions

ADMINISTRATION

- Provide general clerical and support services.
- Coordinate preparation of Federal Urban Mass Transit Administration and other required reports.
- Maintain central and construction files, library and technical catalogs.

Manager
30 positions

PROJECT MANAGEMENT

- Establish construction and design project manager procedures and training requirements.
- Oversee all aspects of project work including grant applications, planning and priority setting, design, funding approvals and construction management.
- Provide liaison with client, other City departments, outside agencies, civic groups, etc.
- Approve payments.
- Recommend acceptance of completed facility.

Manager
19 positions

DESIGN ENGINEERING SERVICES

- Establish design procedures; prepare schedules, budgets, and contract modifications for force account projects.
- Procure consulting engineer services; monitor delivery of contracted service.
- Assist in testing and start-up activities.
- Provide engineering assistance to operating departments.
- Monitor City reservoirs, under-drains and piezometers.
- Prepare property description and drawings for land transactions; process revocable land use permits.
- Recommend construction contract awards.

Manager
140 positions

CONSTRUCTION ENGINEERING

- Review contract documents.
- Act as owner's representative in dealings with construction contractor.
- Establish construction personnel training requirements.
- Perform land surveys.
- Monitor pipeline pressures, flows anode beds, and dam instrumentation and control.
- Assist operating departments in beginning operation of new and rehabilitated facilities.

Manager
76 positions

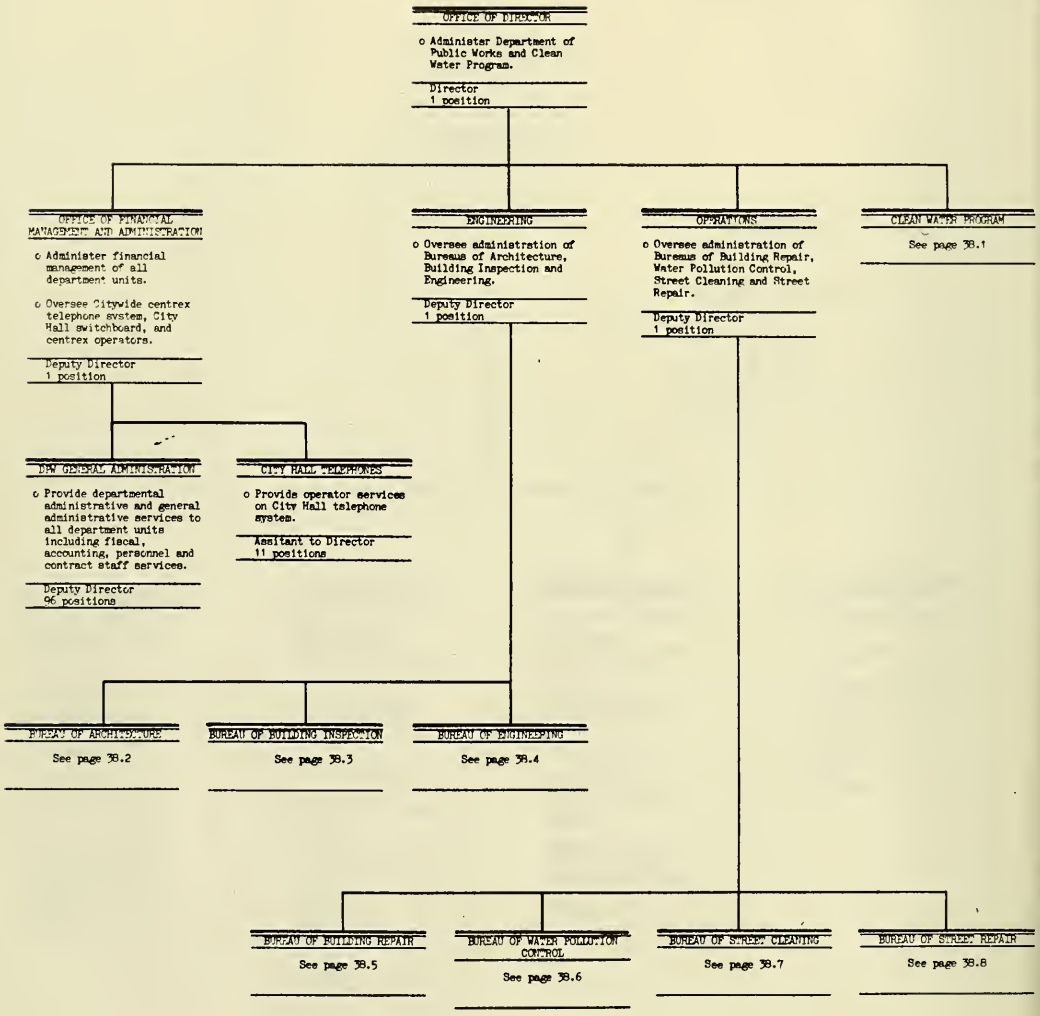
CONTRACT ADMINISTRATION

- Review contract documents and solicit bids.
- Ensure affirmative action compliance.
- Insure maintenance of insurance and bonding requirements.
- Provide claims management services.

Manager
5 positions

SAN FRANCISCO
CITY AND COUNTY

Public Works Department



Public Works Department

Department Head: Jeffrey Lee, Director

Address: City Hall, Room 260
San Francisco 94102

Phone number: 558-3671

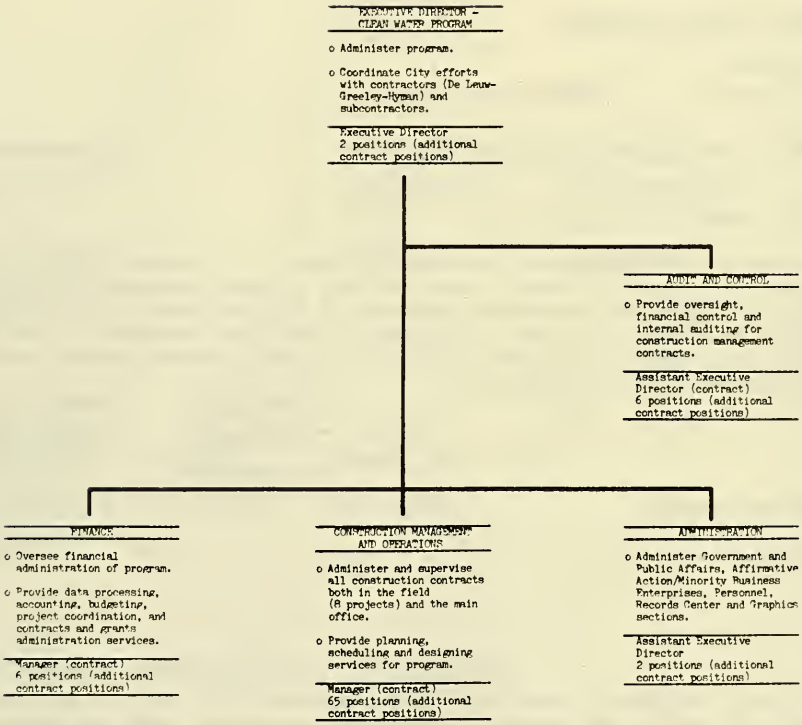
The Public Works Department provides services to the general public in regards to the maintenance of County roads and City streets; maintenance of City-owned buildings and other structures used both by City employees and the general public; maintenance of the City's sewer system; safe movement of vehicular and pedestrian traffic throughout the City; treatment and disposal of sewage; and administers the permits process.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget*	$93,636,869	$126,257,060	$152,188,310
Authorized Positions	1,601	1,579	1,556

*Includes work order funds from other departments for Public Works services. After FY 1980-81 the department paid full commercial rates for Light, Heat and Power services. The department's work order funded services to other departments increased substantially from FY 1980-81 to FY 1982-83.

SAN FRANCISCO
CITY AND COUNTY

Public Works Department - Clean Water Program



Public Works Department - Clean Water Program

Department Head: Donald J. Birrer, Executive Director

Address: 150 Hayes Street
San Francisco 94102

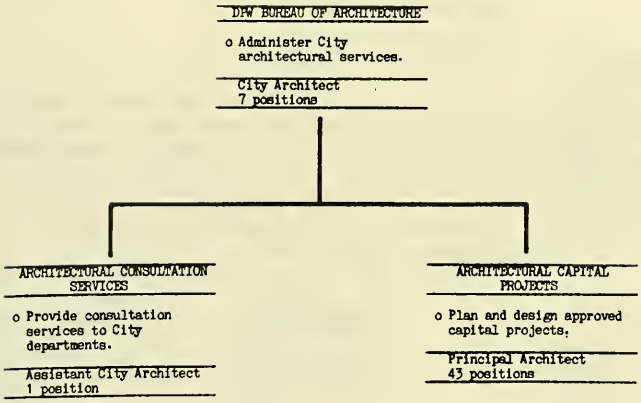
Phone number: 431-9430; 558-2137

The Clean Water Program is operated in order to comply with U.S. Environmental Protection Administration, California Water Resources Control Board and San Francisco Bay Regional Water Quality Control Board sewage treatment and wastewater discharge requirements. It provides for construction of an integrated system of sewers, tunnels, pumping plants, water pollution control plants and outfall facilities. It is funded through Federal and State grants, City sewer bonds and a sewer service charge.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$17,321,916	$20,998,215	$20,609,760
Authorized Positions	151	150	115

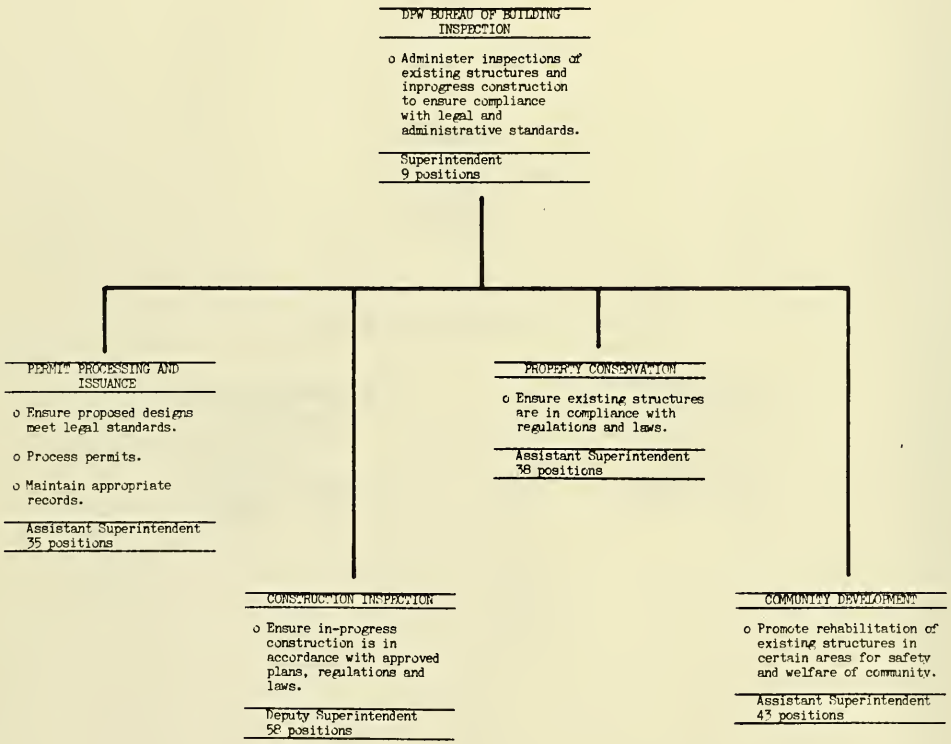
SAN FRANCISCO
CITY AND COUNTY

Public Works Department -
Bureau of Architecture



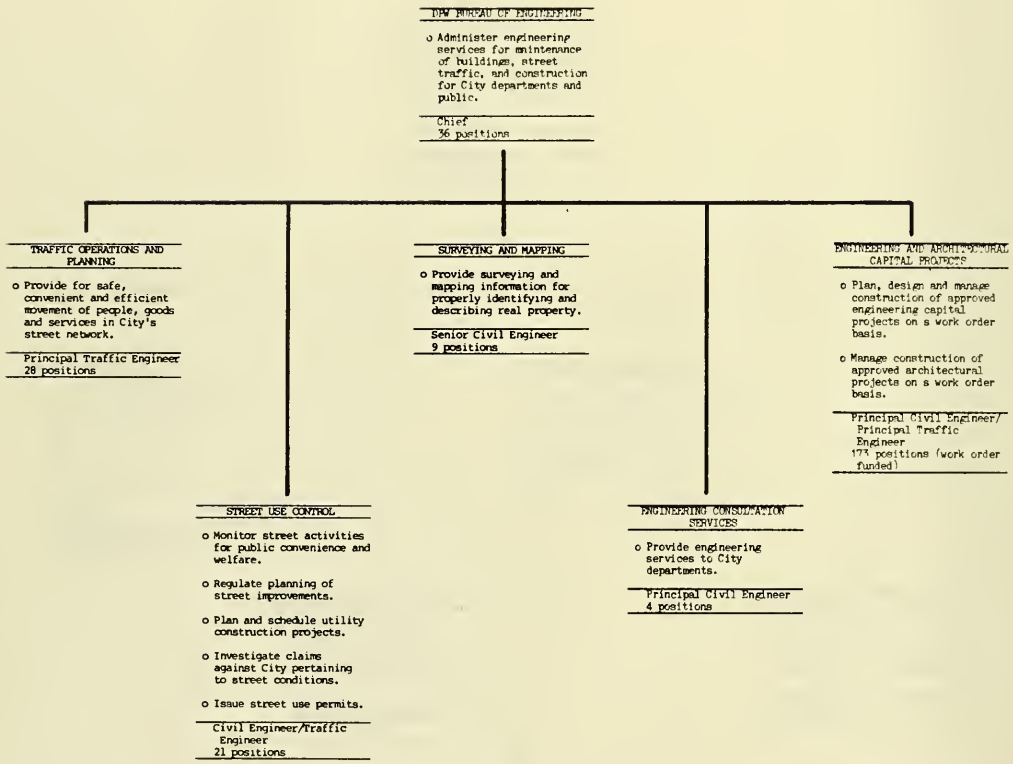
SAN FRANCISCO
CITY AND COUNTY

Public Works Department - Bureau of Building Inspection



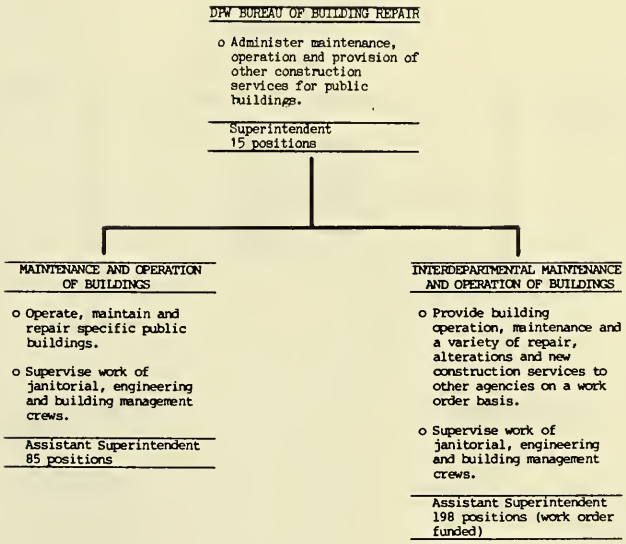
SAN FRANCISCO
CITY AND COUNTY

Public Works Department - Bureau of Engineering



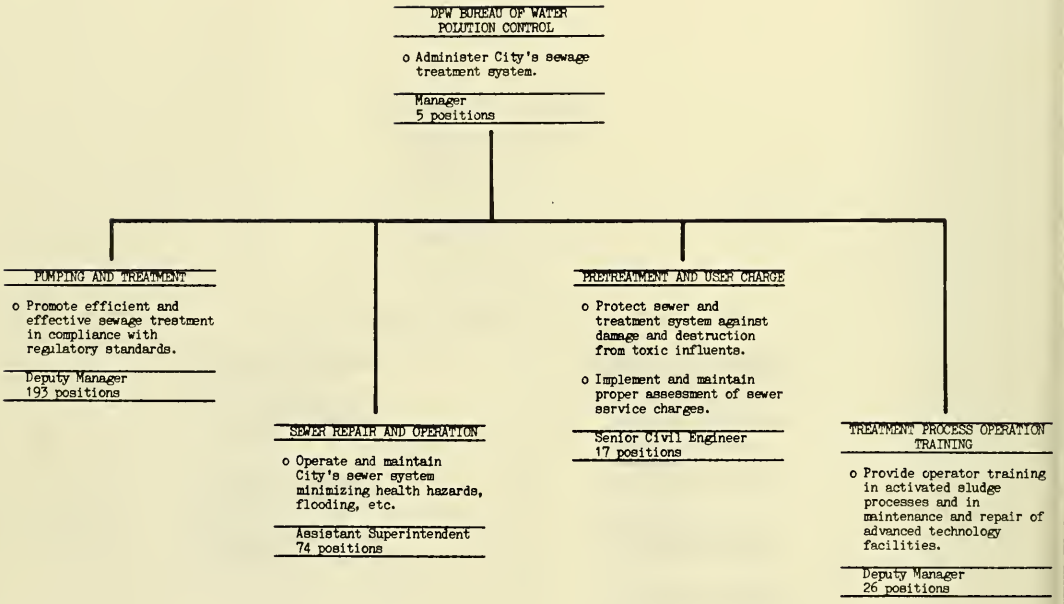
SAN FRANCISCO
CITY AND COUNTY

Public Works Department -
Bureau of Building Repair



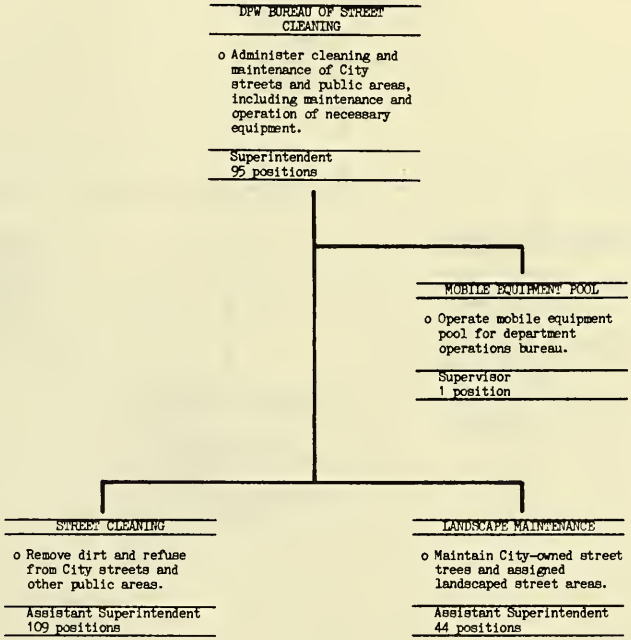
SAN FRANCISCO
CITY AND COUNTY

Public Works Department - Bureau of Water Pollution Control



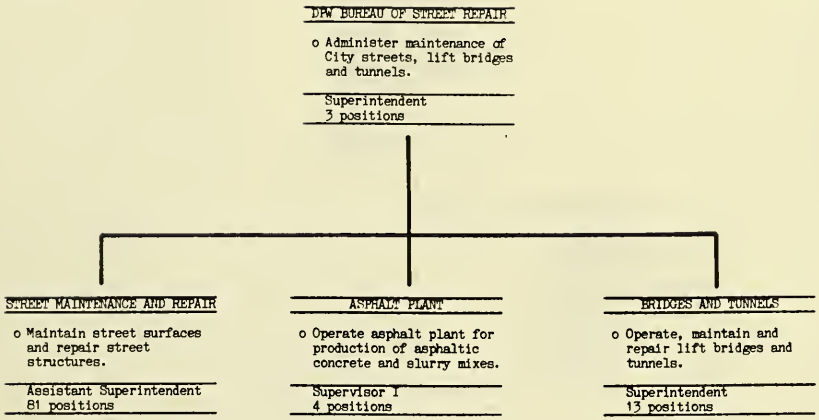
SAN FRANCISCO
CITY AND COUNTY

Public Works Department -
Bureau of Street Cleaning



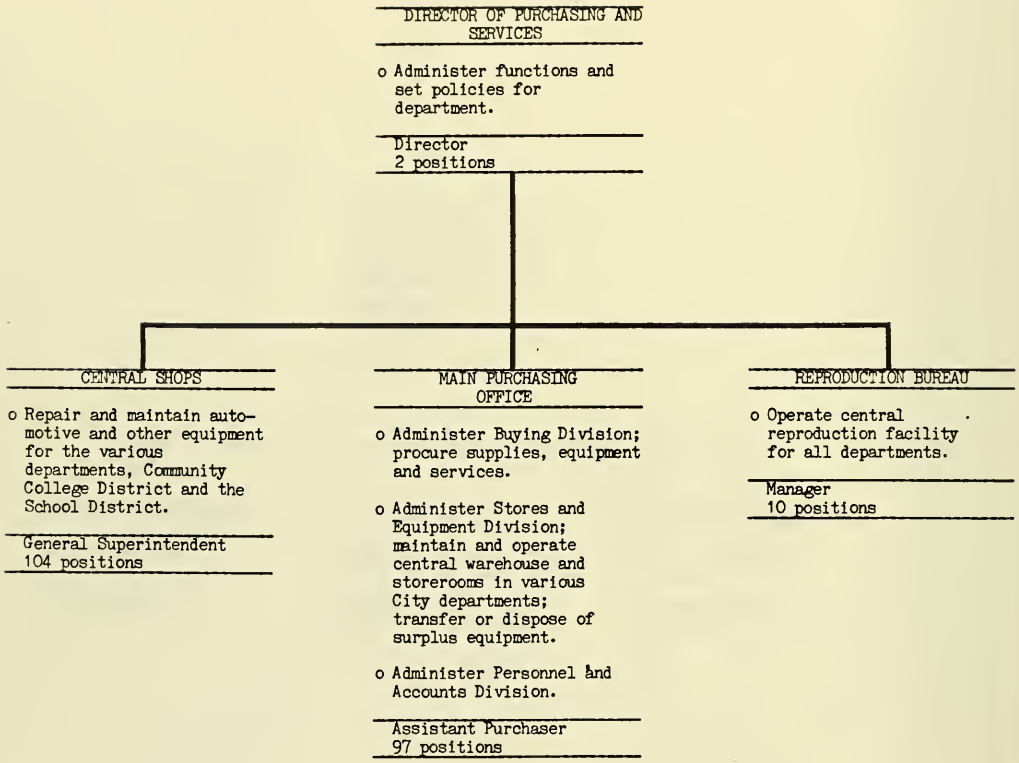
SAN FRANCISCO
CITY AND COUNTY

Public Works Department -
Bureau of Street Repair



SAN FRANCISCO
CITY AND COUNTY

Purchaser



Purchaser

Department Head: Robert Tecco, Acting Director of Purchasing and Services

Address: City Hall, Room 270
San Francisco 94102

Phone number: 558-5026

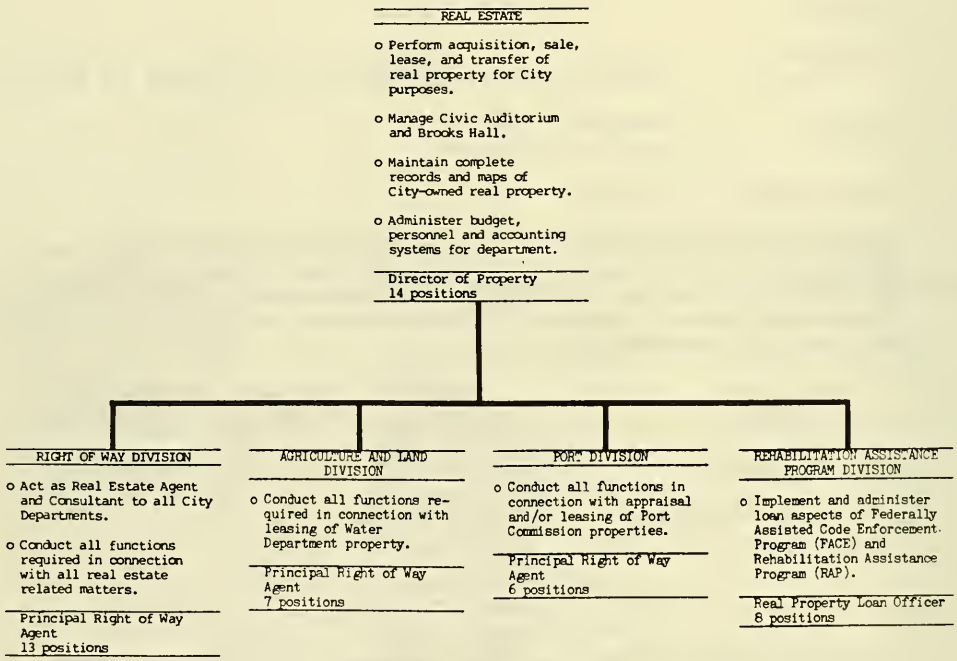
The Purchaser obtains materials and supplies, equipment and contractual services for all departments of the City and County; repairs and maintains automotive and other equipment for various departments; operates a central reproduction bureau; disposes of surplus equipment and supplies; and operates a warehouse and storerooms.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget*	$5,490,607	$8,372,008	$9,062,028
Authorized Positions	213	210	222

*Includes work order funds from other departments to pay for Purchaser services.

SAN FRANCISCO
CITY AND COUNTY

Real Estate Department



Real Estate Department

Department Head: Wallace Wortman, Director of Property

Address: 450 McAllister Street
San Francisco 94102

Phone number: 558-3591

The Real Estate Department serves as the real estate representative for City departments in acquisition and leasing of property required for City purposes, and in the sale or leasing of City-owned property declared surplus and available for sale or lease. Lands and rights of way are required for all City and San Francisco Unified School District purposes.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget*	$1,583,483	$2,190,370	$1,880,412
Authorized Positions	35	35	35

*Includes work order funds from other departments to pay for Real Estate services. After FY 1981-82 work order services decreased.

SAN FRANCISCO
CITY AND COUNTY

Recorder

RECORDER

- o Accept, evaluate and record all land title transfers, liens, leases, agreements, and maps.
- o Record marriages.
- o File maps.
- o Make recorded and filed documents available for public inspection.
- o Collect fees for recording, filing and other services.

Registrar/Recorder
2 positions

RECORDING/CASHIER AREA

- o Review documents for recordability and record upon presentation of fee.
- o Collect fees for copies prepared by Recorder's Office.
- o Collect fees for marriage licenses issued.

Principal Clerk
4 positions

GENERAL SERVICES AND ADMINISTRATION

- o Administer provision of non-fee services.
- o Administer management of departments.

Principal Clerk
1 position

FRONT DESK AND MAIL AREA

- o Direct public to proper area for search and instruct in use of indexes and machines.
- o Provide copies of various documents to public on request.
- o Prepare statistical reports for office.

Senior Clerk
5 positions

INDEXING (OCR) SECTION

- o Type scanner sheets indexing all recorded documents and marriage licenses.
- o Balance daily computer dollar totals against totals produced by Cashier.
- o File all maps.

Senior Clerk Typist
4 positions

PHOTOGRAPHIC SECTION

- o Book, page and photograph all recorded papers.
- o Splice corrections into film as necessary.
- o Ship security film to storage area.

Senior Microphoto Technician
3 positions

PAYROLL, PERSONNEL, SUPPLIER AND ACCOUNTING

- o Prepare payroll.
- o Provide all accounting services for office.

Senior Account Clerk
1 position

Recorder

Department Head: Jay Patterson, Registrar/Recorder

Address: City Hall, Room 167
San Francisco 94102

Phone number: 558-5095

The Recorder receives, records, indexes, and preserves documents (e.g., property deeds, tax liens, marriage licenses) as prescribed by law and issues certified copies of same; receives and deposits recording fees, miscellaneous fees, marriage license fees and real property transfer tax; administers and oversees Record Center.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget			
Recorder	$389,905	$538,816	$585,582
Record Center	$ 89,346	$125,000	$112,645
Authorized Positions	19	19	19

SAN FRANCISCO CITY AND COUNTY

Recreation and Park Commission

RECREATION AND PARK COMMISSION

7 Commissioners

GENERAL MANAGER

- o Administer department and policies of Commission.
- o Coordinate Commission activities.

General Manager
3 positions

ADMINISTRATION AND BUSINESS OFFICE

- o Provide accounting, payroll, personnel, purchasing and clerical support services.
- o Monitor concessions contracts and revenues.

Business Manager
44 positions

RECREATION

- o Administer provision of Citywide recreation programs.

Superintendent
1 position

ATHLETICS AND AQUATICS

- o Develop and coordinate athletics programs for youth and adults.
- o Provide recreational leagues, tournaments and instructional classes.
- o Coordinate reservation and use of facilities by Board of Education and public.
- o Collect fees for use of athletic and aquatic facilities.

Assistant Superintendent
40 positions

COMMUNITY SERVICES

- o Maintain and oversee use of City playgrounds.

Assistant Superintendent
71 positions

CULTURAL ACTIVITIES

- o Operate City day camps.
- o Operate City senior centers.
- o Provide cultural instruction in areas that include arts and crafts, drama and dance.
- o Issue permits and reservations for recreational use of parks, squares and facilities.

Assistant Superintendent
42 positions

SAN FRANCISCO ZOO

- o Operate public zoo, including maintenance of grounds, facilities and equipment, ensuring health of animals, and purchase of animals.
- o Collect admission fees and promote visits to zoo.

Director
57 positions

PARKS

- o Administer maintenance of parks.
- o Administer provision of parks programs.

Superintendent
1 position

STRUCTURAL MAINTENANCE

- o Maintain all department structures; approximately 336 buildings, with electrical, plumbing, mechanical and carpentry services.
- o Maintain department vehicles and machinery

Assistant Superintendent
93 positions

GOLDEN GATE PARK

- o Provide for public use of picnic areas, athletic fields, landscaped park areas and flowering plant displays in Golden Gate Park.
- o Operate Golden Gate Park Reforestation Program.
- o Maintain Golden Gate Park grounds and facilities.
- o Monitor traffic within Park.

Assistant Superintendent
175 positions

NEIGHBORHOOD PARKS AND SQUARES

- o Maintain grounds and facilities for nearly 200 parks, squares, recreation centers, playgrounds, mini-parks and other under-developed properties.
- o Organize volunteer services.
- o Maintain equipment needed to operate and care for facilities.

Assistant Superintendent
187 positions

GOLF COURSES

- o Provide mowing, insect control and other maintenance services at City golf courses.
- o Schedule advance reservations, tournament bookings, and matches.
- o Collect fees for use of courses.

2 Assistant Directors
39 positions

CAMP MATHER

- o Maintain Camp Mather grounds and facilities.
- o Coordinate reservations.
- o Oversee provision of food and general services to Camp users.
- o Collect fees for use of Camp facilities and programs.

Manager
1 position (additional part-time positions)

YACHT HARBOR

- o Maintain Marina Green and Yacht Harbor grounds and facilities.
- o Provide assistance, security and emergency services to boat owners.
- o Collect berth charges.

Manager
10 positions

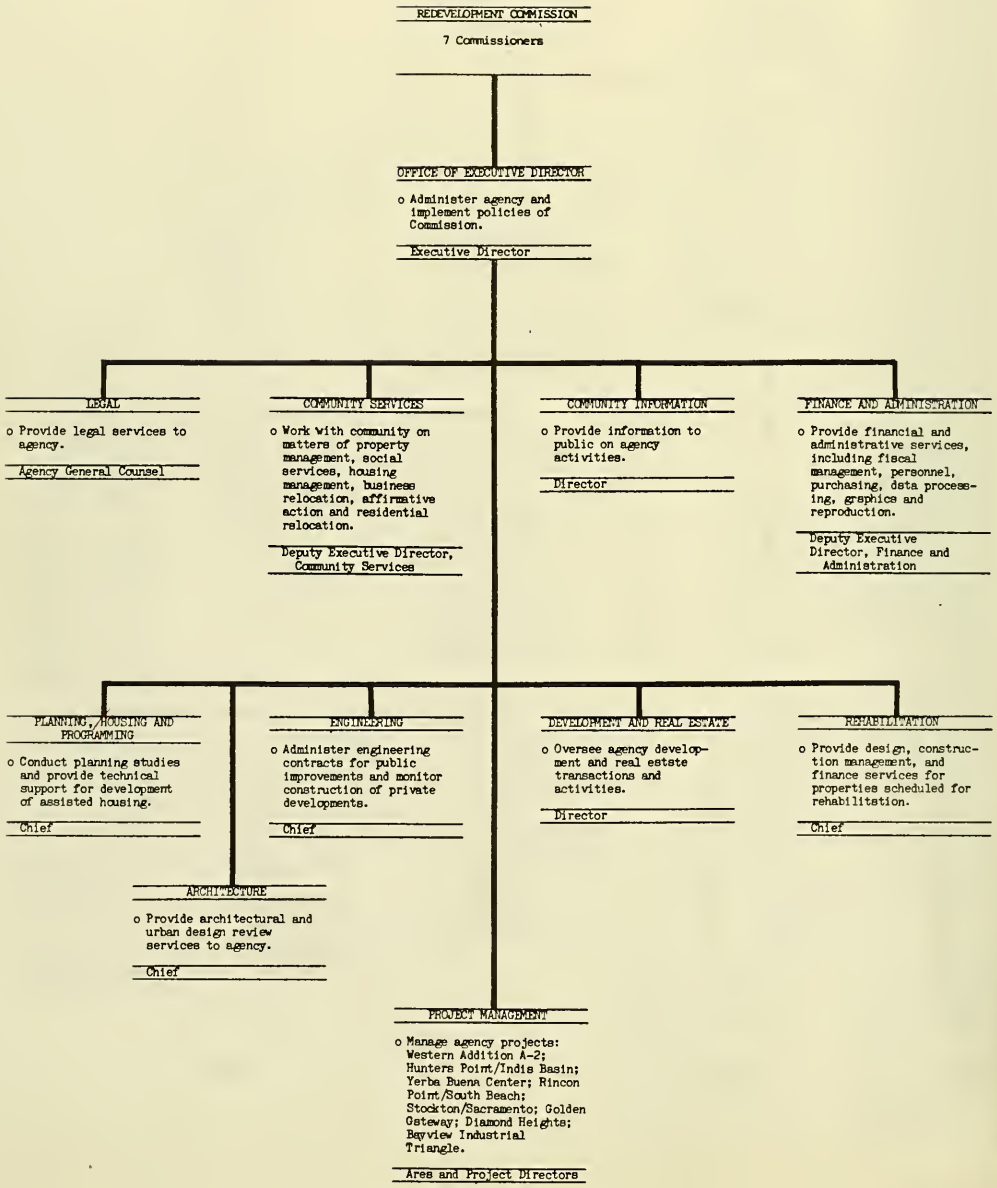
CANDLESTICK PARK

- o Work with Giants and 49er fields crews to maintain Park grounds and facilities.
- o Meet requirements specified in Giants, 49ers, and other contracts.

Senior Stationary Engineer/Groundskeeper
14 positions

SAN FRANCISCO
CITY AND COUNTY

Redevelopment Agency
(non-City-funded)



Redevelopment Agency

Department Head: Wilbur W. Hamilton, Executive Director

Address: 939 Ellis Street
San Francisco 94109

Phone number: 771-8800

The Redevelopment Agency, in accordance with a plan approved by the Planning Commission and the Board of Supervisors, is charged with the revitalization of blighted areas of the City. The Agency acquires property by eminent domain; rehouses residents and/or businesses; clears property (unless it is earmarked for rehabilitation); prepares property for new construction and arranges for developers to rebuild or rehabilitate, under strict design and safety standards.

	Calendar 1980	Calendar 1981	Calendar 1982
Budget	$15,566,000	$26,858,000	$38,316,000
Personnel	171	179	158

SAN FRANCISCO
CITY AND COUNTY

Registrar of Voters

REGISTRAR OF VOTERS

- Plan, evaluate, refine and administer overall functions of department.
- Prepare and monitor departmental budget.
- Publish Voter Information Pamphlet.
- Administer Outreach Program as required by State and Federal law.
- Prepare and release election and registration information to media.
- Administer elections, and certify election results.

Registrar of Voters
7 positions

PRECINCTS DIVISION

- Recruit election officers, assign them to polling places and secure and distribute warrants for their service.
- Coordinate distribution of election inspectors' precinct supply boxes.
- Distribute final polling place contracts and pay rental fees.
- Disseminate candidate information and process all legally required nomination papers and campaign disclosure statements.
- Provide election information to public on a daily basis in answer to phone calls and personal inquiries.

Principal Clerk
4 positions

VOTING MACHINE DIVISION

- Solicit polling places and draw up contracts for election day services.
- Store and maintain voting machines.
- Deliver and return polling place equipment (machines and furniture).
- Assist independent agencies in preparing ballots and conducting small elections.
- Do research for establishing and adjusting precinct boundaries.
- Assist in election night ballot processing.

Supervisor
13 positions

ELECTION DIVISION

- Register voters and maintain accurate voter rolls.
- Verify signatures on petitions.
- Process absentee ballot requests.
- Conduct City Health Service and Retirement Board elections.
- Re-precinct all affidavits after reapportionment and assist in new precinct mapping.

Supervisor
10 positions

Registrar of Voters

Department Head: Jay Patterson, Registrar

Address: City Hall, Room 155
San Francisco 94102

Phone number: 558-3417

The Registrar registers voters and conducts elections. Primary duties include maintaining accurate voter rolls through updates prior to and after elections; providing voters with informative pamphlets; securing polling places and election officers; disseminating information to candidates and processing all candidate forms required by election laws; verifying signatures on initiative, referendum, nominating and recall petitions; providing absentee ballots as requested; and announcing and certifying election results in a timely manner.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$1,645,858	$1,930,835	$1,457,783
Authorized Positions	18	18	18

SAN FRANCISCO
CITY AND COUNTY

Residential Rent
Stabilization and
Arbitration Board

RESIDENTIAL
RENT STABILIZATION
AND ARBITRATION
BOARD

5 Commissioners

PROGRAM MANAGER

- o Administer department and policies of Board.
- o Safeguard tenants in San Francisco from excessive rent increases and assure landlords of fair and adequate rents.
- o Investigate and administer allegations of wrongful evictions and provide information on legal remedies.
- o Provide resource information relating to housing, habitability, and evictions.

Program Manager
5 positions

LANDLORD/TENANT COUNSELING
UNIT

- o Develop and disseminate information on all subjects related to housing.
- o Mediate conflicts between tenants and landlords.
- o Provide technical assistance to interested parties on habitability, housing programs and eviction.

Program Analyst
4 positions

Residential Rent Stabilization and Arbitration Board

Department Head: Ricardo Hernandez, Program Manager

Address: 170 Fell Street, Rooms 16 and 17
San Francisco 94102

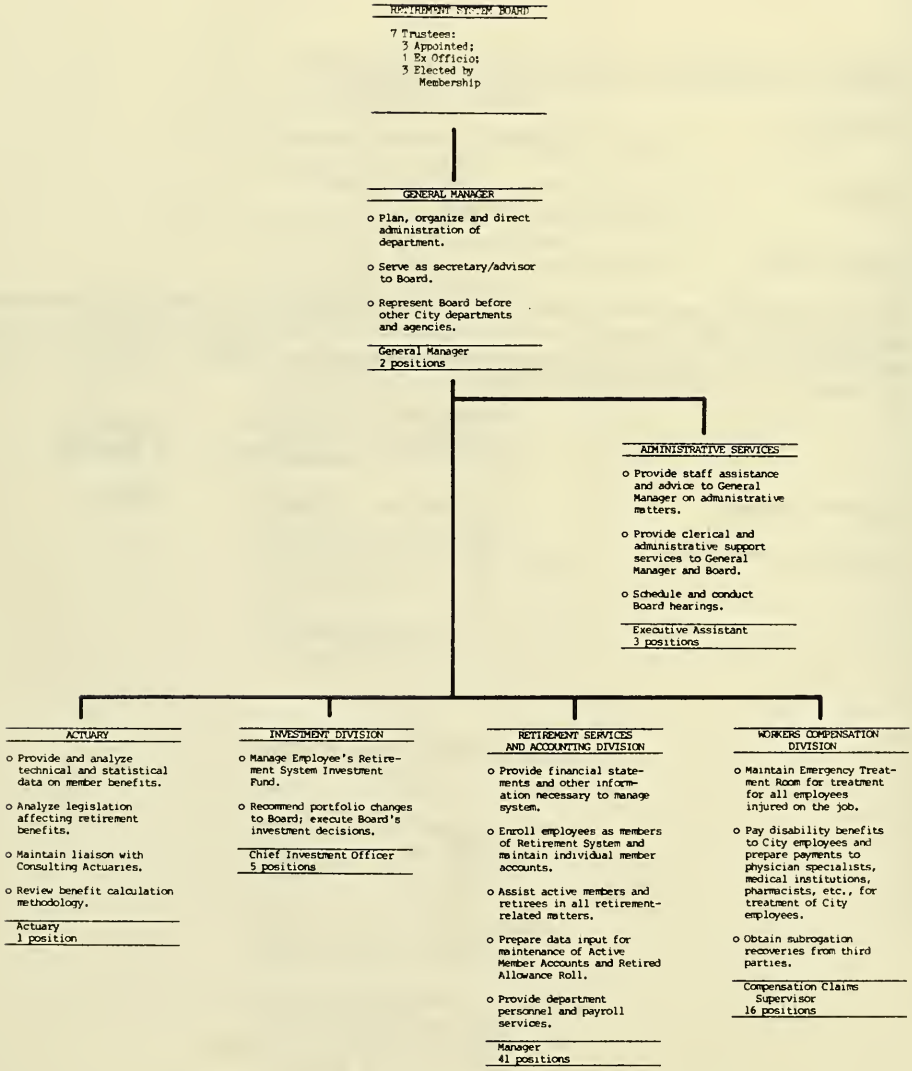
Phone number: 621-7368

The Residential Rent Stabilization and Arbitration Board hears and processes petitions for rent increases and allegations of wrongful evictions. It provides general information and seminars and other outreach efforts to advise the public on landlord/tenant matters.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$134,888	$233,147	$278,700
Authorized Positions	3	5	7

SAN FRANCISCO
CITY AND COUNTY

Retirement System



Retirement System

Department Head: Daniel Mattrocce, General Manager

Address: 770 Golden Gate Avenue
San Francisco 94102

Phone number: 558-4471

The Department manages the Employees Retirement System, administers and invests funds, administers and adjusts all Worker's Compensation claims, and provides for medical and disability benefits.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$17,022,936	$21,460,230	$19,731,740
Authorized Positions	84	76	80

*Includes work order funds -- payments from other departments for Retirement System services, including workers compensation funds.

SAN FRANCISCO
CITY AND COUNTY

Sheriff

SHERIFF

- Administer operation of and set policies for department.

Sheriff
1 position

UNDERSHERIFF

- Oversee administration of jails and Court facilities.
- Assist Sheriff in overall administration of department.

Undersheriff
1 position

ASSISTANT SHERIFF

- Oversee administrative and training functions.
- Oversee administration of County Parole Commission.

Assistant Sheriff
1 position

ADMINISTRATIVE DIVISION

- Coordinate departmental activities.
- Provide budget, personnel, accounting and purchasing services.
- Oversee community relations, investigative, legal affairs, training, research and development units.

Assistant Sheriff
24 positions

PAROLE DIVISION

- Provide administrative services for County Parole Division.
- Oversee Community Re-entry Programs.
- Supervise parolees.

Executive Director
2 positions

CIVIL DIVISION

- Perform Court-ordered law-enforcement activities, including auto levies, civil arrests, evictions, business levies, and collections for creditors.

Chief Deputy
27 positions

COURTS DIVISION

- Provide courtroom security and protection of judge, jurors and public.
- Provide custody of criminal defendants.
- Execute court orders.
- Provide summoning and guarding of juries.
- Provide court-ordered transportation of prisoners.

Lieutenant
72 positions

JAILS DIVISION-HALL OF JUSTICE

- Book and process arrestees.
- Provide custody of convicted prisoners.
- Detain non-sentenced prisoners.
- Maintain lawful jail standards.
- Operate Jail 1, Jail 2, Work Furlough and General Hospital Security Ward.

Chief Deputy
180 positions

JAILS DIVISION-SAN BRUNO

- Book and process arrestees.
- Provide custody of convicted prisoners.
- Detain non-sentenced prisoners.
- Maintain lawful jail standards.
- Operate Jail 3 and surrounding grounds.

Chief Deputy
87 positions

PRISONER SERVICES DIVISION

- Assist prisoners to constructively utilize their time.
- Develop and manage self-improvement programs for prisoners.

Coordinator
8 positions

Sheriff

Department Head: Michael Hennessey, Sheriff (elected; 4-year term)

Address: City Hall, Room 333
San Francisco 94102

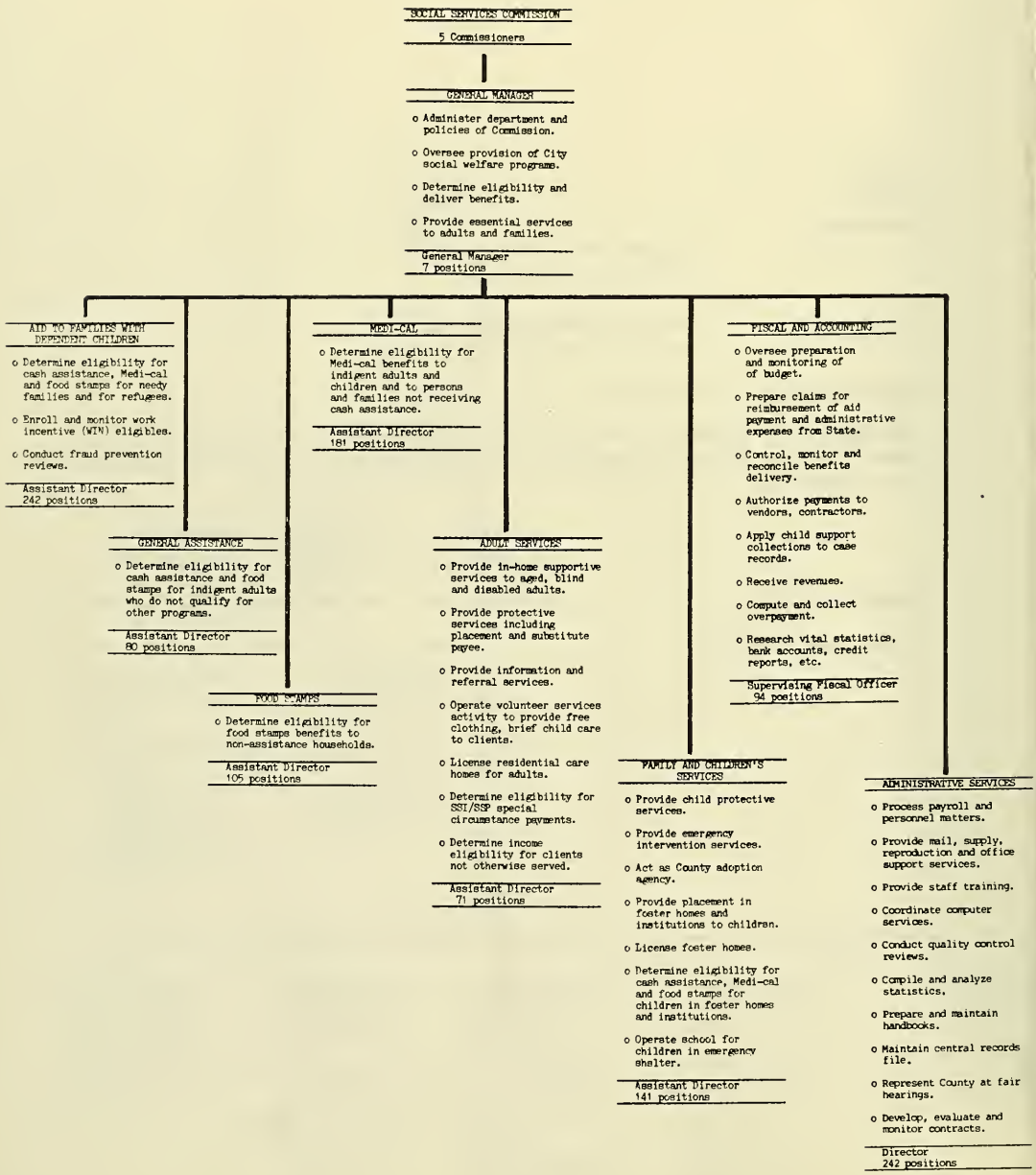
Phone number: 558-2411

The Sheriff is primarily responsible for the operation of the county jails, court security and other services at the direction of the court, and for civil law enforcement.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$12,960,187	$15,787,830	$18,150,459
Authorized Positions	404	402	402

SAN FRANCISCO CITY AND COUNTY

Social Services Commission



Social Services Commission

Department Head: Edwin S. Sarsfield, General Manager

Address: 170 Otis Street
San Francisco 94103

Phone number: 557-6541

The Social Services Department administers all City public assistance and social services programs, including Aid to Families with Dependent Children; General Assistance; Food Stamps; Medi-Cal; Adult Services; Family and Children's Services. It determines eligibility, administers payments and provides other essential services.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$134,151,458	$159,784,811	$152,433,452
Authorized Positions	1,637	1,582	1,206

SAN FRANCISCO
CITY AND COUNTY

Status of Women Commission

COMMISSION ON THE STATUS OF WOMEN

11 Commissioners

COMMISSION REPRESENTATIVE

o Administer and implement policies of Commission, including program planning and development, management and budget preparation, information and referral and publicity.

Commission Representative (reports to Director of Human Rights Commission- see page 23).
1 position

Status of Women Commission

Department Head: Jacquie Hale, Commission Representative

Address: 1095 Market Street, Room 505
San Francisco 94103

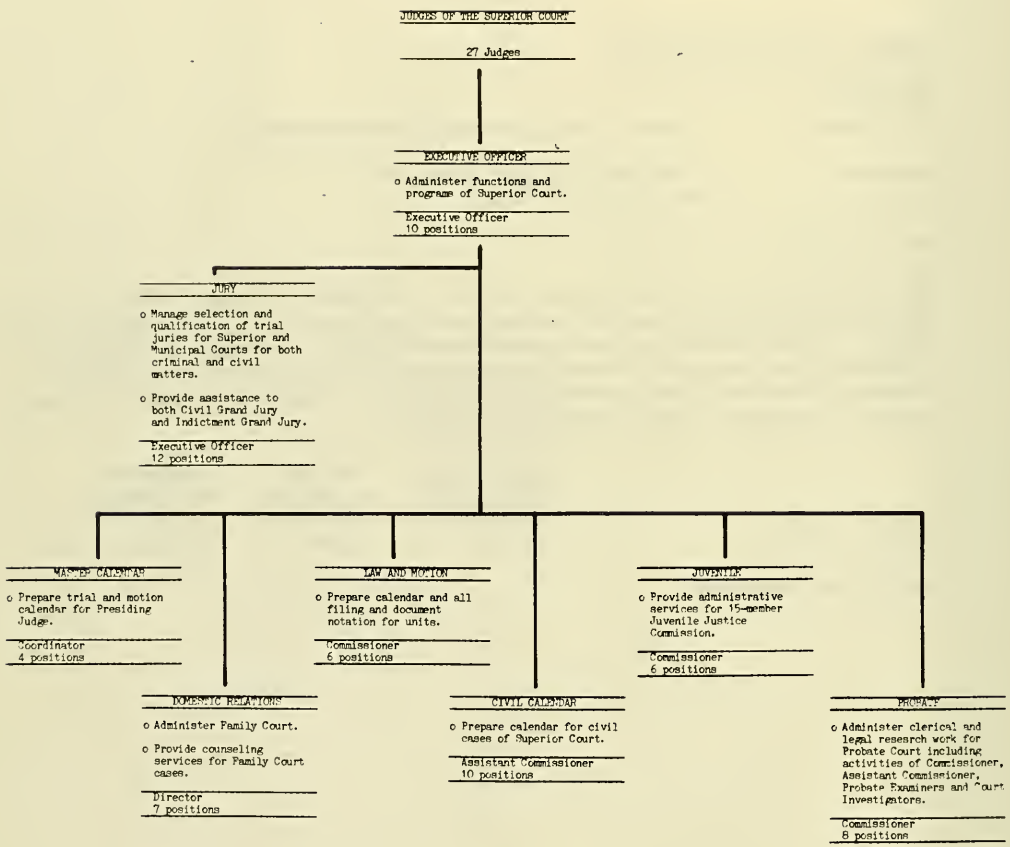
Phone number: 558-3653

The Commission acts to eliminate barriers that restrict women from full participation in the economic, educational, political and social affairs of the City. It coordinates the Domestic Violence Program Fund made up of money collected from marriage license fees to support local programs to reduce domestic violence. The Commission Representative reports to, and is funded through, the Human Rights Commission Director.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$19,128	$40,495	$47,001
Authorized Positions	1	2	2

SAN FRANCISCO CITY AND COUNTY

Superior Court



Superior Court

27 Elected Judges; 6-year terms

Department Head: Frederick J. Whisman, Executive Officer

Address: City Hall, Room 480
San Francisco 94102

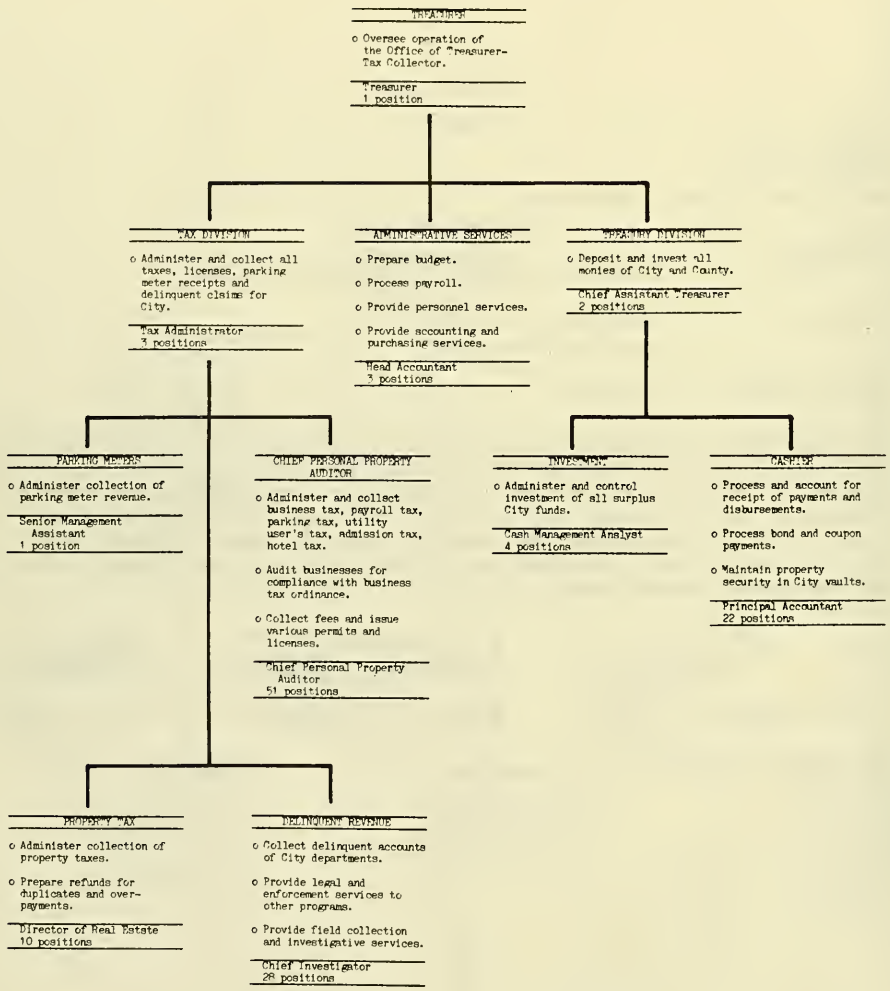
Phone number: 558-3169

The Department administers the activities of the Superior Court, manages the jury selection system for both the Superior and Municipal Courts, provides support for the County Grand Juries, administers the Judicial Arbitration Program of the California Code of Civil Procedure, supervises the County Clerk's Office, administers the Juvenile Court and Youth Guidance Center and appoints members and supervises the work of the Committee of Adult Detention and the County Parole Board.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$5,097,939	$6,084,869	$6,311,710
Authorized Positions	120	120	123

SAN FRANCISCO
CITY AND COUNTY

Treasurer - Tax Collector



Treasurer-Tax Collector

Department Head: Mary Callanan, Treasurer (elected; 4-year term)

Address: City Hall, Room 110
San Francisco 94102

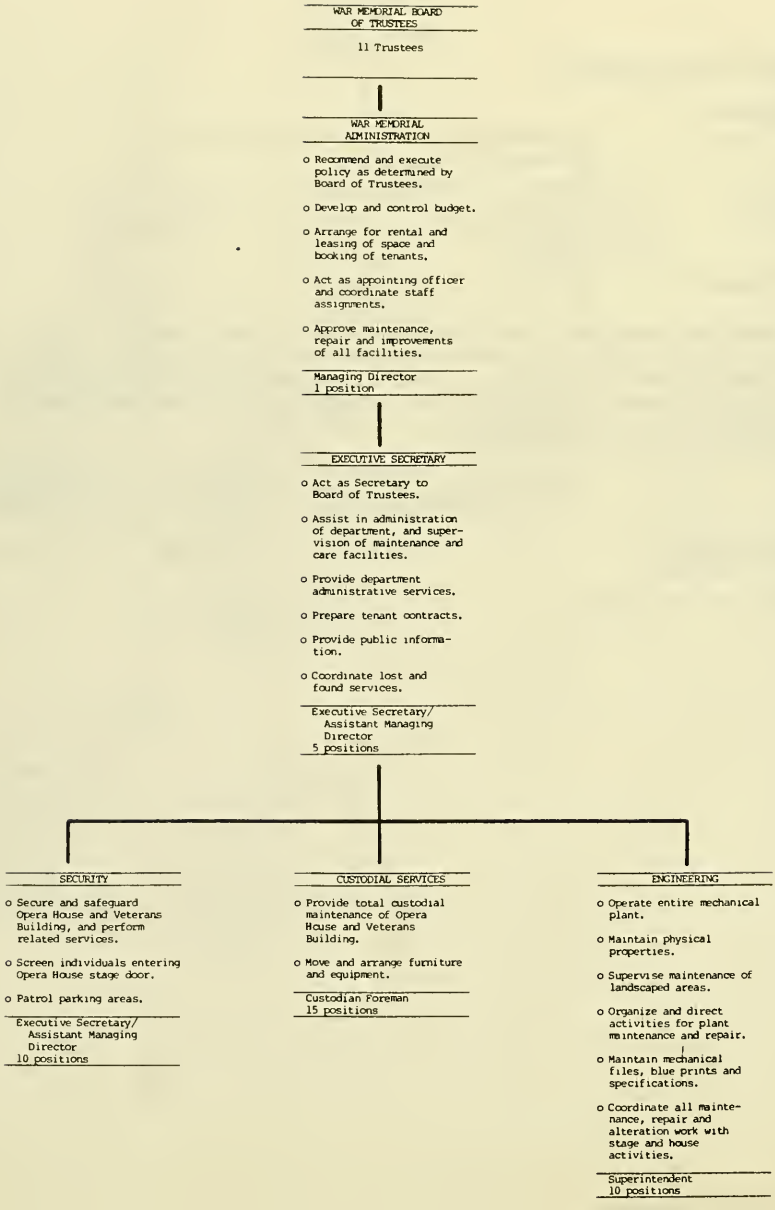
Phone number: 558-4575

The Treasurer receives, disburses, invests and keeps safely all City and County funds. The Tax Collector administers and collects all local taxes, license fees, parking meter receipts and delinquent taxes including statutory penalties and accrued interest, and determines eligibility for and distributes preferential parking permits.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$3,715,554	$4,253,449	$4,457,369
Authorized Positions	145	125	125

SAN FRANCISCO
CITY AND COUNTY

War Memorial Board of Trustees



War Memorial Board of Trustees

Department Head: George G. Matson, Managing Director

Address: Veteran's Building, Suite 110
San Francisco 94102

Phone number: 621-6600

The Department operates the War Memorial and Performing Arts Center, including the Louise M. Davies Symphony Hall, the Opera House, the Zellerbach Rehearsal Hall and the Veterans Building which houses the San Francisco Museum of Modern Art, the Herbst Theatre and various meeting rooms and offices. The Department is also responsible for generating rental revenues through promotion and booking of available facilities.

	Actual FY 1980-81	Revised FY 1981-82	Approved FY 1982-83
Approved Budget	$1,522,900	$2,715,586	$3,166,387
Authorized Positions	43	43	69

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